



# **Rules and Regulations of the State of Georgia**

## **Department 105 GEORGIA DEPARTMENT OF COMMUNITY SUPERVISION**

*Current through Rules and Regulations filed through December 29, 2021*

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## ADMINISTRATIVE HISTORY

The **Administrative History** following each Rule gives the date on which the Rule was originally filed and its effective date, as well as the date on which any amendment or repeal was filed and its effective date. Principal abbreviations used in the Administrative History are as follows:

f. - filed

eff. - effective

R. - Rule (Abbreviated only at the beginning of the control number)

Ch. - Chapter (Abbreviated only at the beginning of the control number)

ER. - Emergency Rule

Rev. - Revised

**Note: Emergency Rules** are listed in each Rule's Administrative History by Emergency Rule number, date filed and effective date. The Emergency Rule will be in effect for 120 days or until the effective date of a permanent Rule covering the same subject matter superseding this Emergency Rule is adopted, as specified by the Agency.

Chapters 105-1 entitled "Administration" and 105-2 entitled "Misdemeanor Probation Oversight Unit" adopted. F. Jan. 25, 2017; eff. Feb. 14, 2017.

Chapter 105-3 entitled "Family Violence Intervention Program" adopted. F. Dec. 3, 2018; eff. Dec. 23, 2018.

Rules [105-2-.03](#), .05, .06, .07, .08, .10, .11, .12, .14, .17 amended. F. Jan. 3, 2019; eff. Jan. 23, 2019.

## Chapter 105-1. ADMINISTRATION.

### Rule 105-1-.01. Transfer of Power, Duties, Functions.

All rules and regulations in effect upon the transfer of power, duties and functions to the Board of Community Supervision that specifically relate to Georgia Department of Corrections probation supervision, Board of Pardons and Parole community supervision, Department of Juvenile Justice probation supervision and reentry for Class A or B Designated Felony juvenile probationers, County and Municipal Probation Advisory Council, Governor's Office of Transition, Support, and Reentry shall remain in effect until adoption of new rules and regulations under the Board of Community Supervision.

**Cite as Ga. Comp. R. & Regs. R. 105-1-.01**

**Authority:** O.C.G.A. § [42-3-2](#).

**History.** Original Rule entitled "Transfer of Power, Duties, Functions" adopted. F. Jan. 25, 2017; eff. Feb. 14, 2017.

## **Chapter 105-2. MISDEMEANOR PROBATION OVERSIGHT UNIT.**

### **Rule 105-2-.01. Name and Address.**

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The Misdemeanor Probation Oversight Unit (MPOU) of the Department of Community Supervision shall regulate entities and individuals that provide probation supervision services and administer laws and rules related to misdemeanor probation. The MPOU is located at 2 Martin Luther King, Jr. Drive, S.E., Balcony Level, East Tower, Atlanta, Georgia 30334.

**Cite as Ga. Comp. R. & Regs. R. 105-2-.01**

**Authority:** O.C.G.A. §§ [42-3-3](#), [43-3-5](#).

**History.** Original Rule entitled "Name and Address" adopted. F. Jan. 25, 2017; eff. Feb. 14, 2017.

### **Rule 105-2-.02. Purpose and Authority.**

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The Misdemeanor Probation Oversight Unit (MPOU) is authorized to register misdemeanor probation entities and individuals, conduct audits to determine compliance, and investigate potential violations of laws and/or rules. There shall be a director of the Misdemeanor Probation Oversight Unit who shall be appointed by the Commissioner. The director shall oversee the Unit and have authority, with the concurrence of the Commissioner, to impose sanctions for violations and to otherwise carry out the laws and rules in regard to misdemeanor probation supervision.

**Cite as Ga. Comp. R. & Regs. R. 105-2-.02**

**Authority:** O.C.G.A. § [42-3-3](#).

**History.** Original Rule entitled "Purpose and Authority" adopted. F. Jan. 25, 2017; eff. Feb. 14, 2017.

### **Rule 105-2-.03. Definitions.**

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- (a) "Commissioner" means the Commissioner of the Department of Community Supervision.
- (b) "Director" shall mean the director of Misdemeanor Probation Oversight for Department of Community Supervision.
- (c) "Entity Director" shall mean the director of a probation entity.
- (d) "Governing Authority" shall mean the elected body of any county or municipality or consolidated government with statutory power to enter into written contracts with corporations, enterprises or agencies to provide public services.
- (e) "Individuals" shall mean any entity director, owner, agent, probation officer, administrative employee, intern, or volunteer that provide services for a probation entity.

- (f) "Probationer" shall mean any misdemeanor offender sentenced by a court and assigned probation for supervision, counseling, financial collections of any kind, and compliance with any other court-ordered condition.
- (g) "Probation Entity" shall mean any private corporation, private enterprise, or private agency contracting to provide misdemeanor probation supervision services and/or county, municipality, or consolidated government probation office contracting to provide misdemeanor probation supervision services.
- (h) "Probation Officer" shall mean any private, public, governmental officer, that provides supervision of probationers.
- (i) "Service Agreement" shall mean any contracts between by the governing authority and the chief judge to provide probation services for that governmental district.
- (j) "Judicial officer" shall mean any person employed or providing service to a court.
- (k) "Owner" shall mean the owner of a private probation entity with access to probation records.
- (l) "Pay Only" shall mean any case that does not have any special conditions or restitution except for fine and surcharge collection unless otherwise noted on the sentence.
- (m) "Regular probation fee or ordinary supervision fee" shall mean the contracted amount that shall be collected by the provider solely for probation supervision.

**Cite as Ga. Comp. R. & Regs. R. 105-2-.03**

**Authority:** O.C.G.A. §§ [42-3-3](#); [42-3-5](#), [42-8-106.1](#).

**History.** Original Rule entitled "Definitions" adopted. F. Jan. 25, 2017; eff. Feb. 14, 2017.

**Amended:** F. Jan. 3, 2019; eff. Jan. 23, 2019.

## **Rule 105-2-.04. Rule Registration.**

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All probation entities or individuals are required to submit registration to and be approved by MPOU, as well as re-register as often as necessary to maintain current, up-to-date information. Registration is required to be approved prior to engaging in or providing services to a court and shall be made in such detail as MPOU may require. The failure or refusal to register or re-register as required shall subject the probation entity or individuals to sanctions provided in these rules.

- (a) The following shall be ineligible for registration:
  - 1. Any applicant whose registration approval has ever been revoked for falsifying probation entity records.

2. Any applicant whose registration approval has been revoked for any other reason within the 5 year period prior to application will not be approved to operate a new probation entity.
3. Any applicant who has a history of non-compliance with requirements as evidenced by at least 3 previous notices of noncompliance, suspension(s) or administrative fine(s).

**Cite as Ga. Comp. R. & Regs. R. 105-2-.04**

**Authority:** O.C.G.A. §§ [42-8-109.3](#), [42-8-109.4](#).

**History.** Original Rule entitled "Registration" adopted. F. Jan. 25, 2017; eff. Feb. 14, 2017.

### **Rule 105-2-.05. Probation Entity Registration and Approval Requirements.**

No probation entity may operate without first registering and being approved by MPOU as set forth herein.

- (a) Registration application. All registration applications must be submitted as required and approved by MPOU, and must be truthful, accurate, and complete.
- (b) Initial approval. After receipt of a completed registration evidencing that all owners and/or the entity director have met the qualifications set forth by law and in these rules and that other probation entity requirements are met, MPOU shall approve the probation entity. MPOU shall respond within 15 business days with approval of registration, a deficiency statement, or a notice that additional time is required. Applicants shall have 10 days to cure deficiencies. If deficiencies are not cured within the 10 days, the registration application shall be deemed denied.
- (c) Ongoing approval. Once initially approved, a probation entity shall remain approved as long as it remains in compliance with applicable laws and rules. MPOU may require that certain documents and information be updated on a periodic basis to verify continuing compliance with requirements. Such documents shall include, but not be limited to, financial records as they pertain to the assessment, collection, and disbursement of court-ordered monies, contract renewal or termination information, employee training records, criminal history record information, insurance information (private probation entities only), and updated court listings/contracts.
- (d) Additional information for verification. MPOU may require any applicant or approved probation entity to submit additional information or verification that is reasonably related to making a determination regarding initial approval or continued compliance with requirements.
- (e) Compliance with Immigration Act: All owners and/or entity directors must comply with the 2011 Immigration Act per O.C.G.A. § [50-36-1](#). All owners and/or entity directors are

required to submit a lawful presence affidavit at the request of MPOU.

- (f) Non-transferability of registration approval. Approval of a probation entity is not transferable. Application for new (initial) registration approval must be submitted and approved prior to any change in probation entity ownership or control. All new owners, entity directors, or agents must meet the requirements set forth by law and these rules.
- (g) Validity of registration approval. All registration approvals issued pursuant to the laws and regulations are valid only so long as the entity director and/or owner of record is actively engaged in the operation of a probation entity. In the event the director and/or owner of record ceases to be actively engaged in the operation of a probation entity, MPOU must be notified. Inactivity of a probation entity for a period of 3 months shall cause the entity's registration to lapse. Application may be made to MPOU for an extension of time, which may be granted at the discretion of MPOU.
- (h) Voluntary withdrawal of registration. Any owner and/or entity director may voluntarily withdraw their registration for operation as a misdemeanor probation provider by submitting notice to MPOU; provided, however, that said probation entity does not have any pending complaints, investigations, or MPOU action. Notice of Withdrawal of Registration may be submitted via certified mail to the principal address of MPOU noted in Rule [105-2-.01](#) or by specific direction of the Director of MPOU.
- (i) No probation entity may use any name like, or deceptively similar to, a name used by any other probation entity in this state. No probation entity may use the word "state" in any part of its name as to suggest that it is owned, operated, or endorsed by the State of Georgia.

**Cite as Ga. Comp. R. & Regs. R. 105-2-.05**

**Authority:** O.C.G.A. §§ [42-8-106.1](#), [42-8-109.3](#), [50-36-1](#).

**History.** Original Rule entitled "Probation Entity Registration and Approval Requirements" adopted. F. Jan. 25, 2017; eff. Feb. 14, 2017.

**Amended:** F. Jan. 3, 2019; eff. Jan. 23, 2019.

## **Rule 105-2-.06. Individual Registration and Approval Requirements.**

No individual will provide services to probation entities without first registering and being approved by MPOU as set forth herein.

- (a) Registration application. Registration applications for all individuals are required to be submitted as required and approved by MPOU, and must be truthful, accurate, and complete.
- (b) Initial approval. After receipt of a completed registration evidencing that all individuals have the qualifications set forth by law and these rules and that other requirements are met, MPOU shall respond within 15 days with approval of registration, denial, or deficiency statement. Applicants shall have 10 days to cure deficiencies. If deficiencies are not cured

within the 10 days, the registration application shall be deemed denied.

- (c) Ongoing approval. Once initially approved individuals shall remain approved as long as they remain in compliance with applicable laws and rules. MPOU may require that certain documents and information be submitted on a periodic basis to verify continuing compliance with requirements.
- (d) Additional information for verification. MPOU may require any applicant or approved individuals to submit additional information or verification that is reasonably related to making a determination regarding initial approval or continued compliance with requirements.
- (e) Non-transferability of registration approval. Approval of individuals is not transferable. Application for new (initial) registration approval must be submitted prior to any change of an individual which must meet the requirements set forth in these rules.
- (f) Validity of registration approval. All registration approvals issued pursuant to the laws and regulations are valid only so long as the individual of record is actively engaged in the operation of a probation entity. In the event the individual of record ceases to be actively engaged in the operation of a probation entity, MPOU must be notified.

**Cite as Ga. Comp. R. & Regs. R. 105-2-.06**

**Authority:** O.C.G.A. §§ [42-8-106.1](#), [42-8-109.3](#), [42-8-109.4](#).

**History.** Original Rule entitled "Individual Registration and Approval Requirements" adopted. F. Jan. 25, 2017; eff. Feb. 14, 2017.

**Amended:** F. Jan. 3, 2019; eff. Jan. 23, 2019.

### **Rule 105-2-.07. Limitations on Who Can Operate or be Employed by a Probation Entity.**

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- (a) No probation entity nor any individuals of such entities shall engage in any other employment, business, or activity which interferes or conflicts with the duties and responsibilities under contracts authorized in this article.
- (b) No probation entity nor its individuals shall have personal or business dealings, including the lending of money, with probationers under their supervision.
- (c) No probation entity nor its individuals, shall own, operate, have any financial interest in, be an instructor at, or be employed by any private entity which provides drug or alcohol education services or offers a DUI Alcohol or Drug Use Risk Reduction Program certified by the Department of Driver Services.
- (d) No probation entity nor its individuals shall specify, directly or indirectly, a particular DUI Alcohol or Drug Use Risk Reduction Program which a probationer may or shall attend. This paragraph shall not prohibit furnishing any probationer, upon request, with the names of



certified DUI Alcohol or Drug Use Risk Reduction Programs. Any person violating this paragraph shall be guilty of a misdemeanor.

- (e) No judicial officer, probation officer, law enforcement officer, or other officer or employee of a court; no person who owns, operates, or is employed by a probation entity and no professional bondsman or agent or employee thereof shall specify, directly or indirectly, a particular provider center which the person may or shall utilize when required. This subsection shall not prohibit any judicial officer, probation officer, law enforcement officer, or other officer or employee of a court; owner or entity director of a probation entity; or professional bondsman or agent or employee thereof from furnishing any person, upon request, the names of certified provider centers.
- (f) No probation entity or its individuals or professional bondsman or agent or employee thereof shall be authorized to own, operate, or be employed by a provider center.
- (g) No probation entity or its individuals shall own or control any finance business or lending institution which makes loans to probationers under its supervision.
- (h) No probation officer or individual shall simultaneously act as an interpreter for any judicial proceedings.
- (i) All probation individuals must report secondary employment or volunteer obligations to the Entity Director for approval.
- (j) No individual shall direct, own, or be an employee, agent, intern, or volunteer of a probation entity if the individual or individual's spouse would pose an actual, potential, or apparent conflict of interest due to the existence of a fiduciary, business or personal relationship with any probationer or due to the existence of any other relationship that would place the individual in a position to exert undue influence, exploit, take undue advantage of or breach the confidentiality of any probationer. Further, judicial officers, individual employees, or any spouse thereof, shall not direct, own, or be an employee, agent, intern, or volunteer of a private probation entity.
- (k) The failure to adhere to any of the limitations in (a) through (j) above shall subject the probation entity or individual to sanctions as provided in these rules.

**Cite as Ga. Comp. R. & Regs. R. 105-2-.07**

**Authority:** O.C.G.A. §§ [42-8-109](#), [42-8-109.1](#), [42-8-109.4](#), [42-8-114](#).

**History.** Original Rule entitled "Limitations on Who Can Operate or be Employed by a Probation Entity" adopted. F. Jan. 25, 2017; eff. Feb. 14, 2017.

**Amended:** F. Jan. 3, 2019; eff. Jan. 23, 2019.

## **Rule 105-2-.08. Service Agreements.**

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- (a) Private and Governmental Probation Service Agreement. All owners and/or entity directors

are required to enter into a written service agreement with the local governing authority for each court that it plans to provide misdemeanor probation supervision services to. Each service agreement must be approved by the chief judge of each such court. A signed copy of each service agreement must be filed and maintained current with MPOU prior to providing probation supervision services. Probation entity service agreements must minimally contain the following information and must be filed and maintained current with MPOU:

1. Description of the extent of services to be rendered by the probation entity to include scope of work;
  2. Individual qualifications which meet or exceed the statute;
  3. Criminal records checks completed on all individuals in accordance with laws and these rules;
  4. Policies and procedures for individual training;
  5. Private Probation Entities Only-Liability Insurance (\$1 Million) and Bonding of staff (at least \$25,000);
  6. Staffing levels and standards of supervision, including the type and frequency of contacts, and staff to probationer ratio;
  7. Collection procedures for handling court-ordered fines, fees, and restitution;
  8. Procedures for handling indigent probationers, pay only cases, and consecutive sentences;
  9. Revocation procedures and circumstances;
  10. Reporting and record keeping procedures;
  11. Default and contract termination procedures with specific expiration date not to exceed 5 years unless authorized by statute; and
  12. A schedule of probation fees and charges assessed to the probationers supervised by the probation entity. The schedule should include all fees required by law or these rules.
- (b) Service agreements are required to meet the standards in these rules and O.C.G.A. [42-8-101](#) by January 1, 2018. Service agreements in existence prior to December 31, 2017 must be in compliance with laws and rules in effect prior to that time.
- (c) The failure to adhere to the Service Agreement standards shall subject the probation entity or individuals to sanctions as provided in these rules.

**Cite as Ga. Comp. R. & Regs. R. 105-2-.08**

**Authority:** O.C.G.A. §§ [42-8-106.1](#), [42-8-107](#), [42-8-109.3](#), [17-14-8](#), [42-8-109.4](#), [42-8-103](#), [42-8-102](#).

**History.** Original Rule entitled "Service Agreements" adopted. F. Jan. 25, 2017; eff. Feb. 14, 2017.

**Amended:** F. Jan. 3, 2019; eff. Jan. 23, 2019.

## **Rule 105-2-.09. Requirements for All Probation Entities and Individuals.**

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All individuals who provide service to probationers, or has access to probation records, or who has telephone or face-to-face contact with probationers under Georgia supervision, or access to probationer data, is required to be registered and approved by MPOU, to sign a confidentiality statement agreeing to hold probation records confidential and to be maintained in the individual's personnel file, have a clear criminal record, and to meet the following specific requirements:

- (a) Entity Directors and Owners Requirements. To be approved to operate a probation entity, owners and/or directors must have the qualifications set forth below. These qualifications must be demonstrated at the time of registration and at any other time reasonably requested by MPOU.
  - 1. Initial Qualifications of Probation Entity. Upon application for registration approval to operate a probation entity, the applicant must include at least one employed person who is responsible for the direct supervision of probation officers. This supervisor shall have a minimum of 5 years' experience in one or a combination of the following: corrections counseling, parole officer, or probation officer. In its discretion, MPOU may approve experience not listed above.
  - 2. Ongoing Qualifications of Probation Entities.
    - (i) Maintain a clear criminal record;
    - (ii) Ensure each individual completes continuing education;
    - (iii) Maintain continued employment of probation officer supervisor and;
    - (iv) Adhere to all other requirements established in these rules.
  - 3. Change of location. The owner and/or entity director must notify MPOU prior to any change in the location of the primary entity location or address.
  - 4. Change of contact information. The owner and/or entity director must notify MPOU of any change in the probation entity's telephone number, email, or other pertinent contact information within 3 business days.
- (b) Probation Officers Requirements. To be employed as a probation officer with a probation entity the following shall be required:
  - 1. Initial Qualifications of Probation Officers.
    - (i) Be at least 21 years of age at the time of appointment;

- (ii) Complete a standard 2 year college course of study or 90 quarter hours or 60 semester hours from an accredited institution or have four years of law enforcement experience as a certified peace officer or jurisdictional equivalent, at the time of appointment. Any private probation officer who was employed as of July 1, 1996 and who had at least 6 months of experience as a private probation officer, or any person employed as a probation officer by a county, municipality, or consolidated government as of March 1, 2006, shall be exempt from such college requirements. Documentation of education, law enforcement experience, and POST certification shall be maintained in the probation officer's personnel files;
  - (iii) Complete a 40 hour initial orientation program within 6 months of appointment, and 20 hour annual in-service continuing education training program, consisting of a curriculum approved by MPOU. Training documentation shall be maintained in the probation officer's file and;
  - (iv) Sign a statement co-signed by the probation entity director or his/her designee that the probation officer has received an orientation on these rules as well as operations guidelines relevant to the probation officer's job duties which shall be maintained in the probation officer's personnel files.
2. Ongoing qualifications of Probation Officers.
- (i) Maintain a clear criminal record;
  - (ii) Ensure each individual completes continuing education and;
  - (iii) Adhere to all other requirements established in these rules.
3. Change of contact information. All probation officers must notify MPOU of any change in his/her address, telephone number, email, or other pertinent contact information within 3 business days.
- (c) Administrative Employee, Agent, Intern, or Volunteer Requirements. To work with a probation entity in any capacity, the following shall be required:
1. Initial qualifications of Administrative Employee, Agent, Intern, or Volunteer.
- (i) Be at least 18 years of age;
  - (ii) Sign a statement co-signed by the probation entity director or his/her designee that the administrative employee, agent, intern, or volunteer has received an orientation on these rules as well as operations guidelines relevant to the administrative employee, agent, intern, or volunteer's job duties which shall be maintained in administrative employee, agent, intern, or volunteer's personnel

files;

- (iii) High School diploma or equivalent and;
- (iv) Complete a 16 hour initial orientation program within 6 months of appointment and 8 hour annual in-service continuing education training program, consisting of a curriculum approved by MPOU.

2. Ongoing qualifications Administrative Employee, Agent, Intern, or Volunteer.

- (i) Maintain a clear criminal record;
- (ii) Ensure each individual completes continuing education and;
- (iv) Adhere to all other requirements established in these rules.

- (d) The failure to adhere to the above requirements shall subject the probation entity or individual to sanctions as provided in these rules.

**Cite as Ga. Comp. R. & Regs. R. 105-2-.09**

**Authority:** O.C.G.A. §§ [42-8-106.1](#), [42-3-10](#).

**History.** Original Rule entitled "Requirements for All Probation Entities and Individuals" adopted. F. Jan. 25, 2017; eff. Feb. 14, 2017.

### **Rule 105-2-.10. Background Checks Required for All Individuals (directors and/or owners, probation officers, administrative employees, agents, interns, or volunteers).**

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All individuals of a probation entity are required to have a criminal background check completed by the Department of Community Supervision in accordance with O.C.G.A. § [35-3-34](#). MPOU may also require criminal records checks at any point during employment, registration, compliance audits, or complaints. MPOU shall report to the probation entity the results of the criminal background checks for all individuals associated with that probation entity.

- (a) Probation entities are responsible for fingerprinting new individuals through GAPS within 10 days of hire.
- (b) All individuals of a probation entity are required to report any arrests within 48 hours to MPOU and the director of the employing entity.
- (c) No person may fill any of the positions listed above who has engaged in any of the following conduct:

1. Intentionally falsified, misrepresented, or omitted pertinent information while completing the employment application, preliminary interview questionnaires, polygraph or any other pre-employment document(s);
2. Deliberately made inaccurate, misleading, false, or fraudulent statements during the employment process;
3. Failed to meet required educational or professional licensing or certification (if applicable);
4. Has any felony conviction;
5. Has any outstanding misdemeanor or felony charge pending adjudication;
6. Has sufficient misdemeanor convictions to establish a pattern of disregard for the law;
7. Engaged in any crime of a serious or aggravated nature;
8. Convicted or plead nolo contendere within the past three (3) years for Driving Under the Influence of Drugs or Alcohol (DUI) or for any serious traffic offense, including, but not limited to: Fleeing or Attempting to Elude a Police Officer, Vehicular Homicide, Failure to Stop, Render Aid, or Leave Information, and Racing;
9. Has 5 or more convictions and/or pleas of nolo contendere within the past 2 years for any moving violations;
10. Ongoing criminal activity or history of criminal activity other than minor traffic offenses;
11. Completed first offender sentence for an offense that indicates a security risk;
12. Engaged in any illegal drug use within the past 12 months;
13. Any pattern of marijuana use that suggests un-rehabilitated substance abuse;
14. Any pattern of drug use, other than marijuana, that suggests unrehabilitated substance abuse within the past 3 years;
15. Illegal sale, distribution or manufacturing (to include growing) of any drug;
16. Deliberate association of a personal nature within the past year with persons who use illegal drugs in the presence of the applicant;
17. Use of any prescription drug or legally obtainable substance in a manner for which it was not intended and/or;
18. Under sanction by Peace Officer Standards and Training (P.O.S.T).

**Cite as Ga. Comp. R. & Regs. R. 105-2-.10**

**Authority:** O.C.G.A. §§ [42-8-106.1](#), [42-8-107](#), [42-8-109.3](#), [42-8-109.4](#).

**History.** Original Rule entitled "Background Checks Required for All Individuals (directors and/or owners, probation officers, administrative employees, agents, interns, or volunteers)" adopted. F. Jan. 25, 2017; eff. Feb. 14, 2017.

**Amended:** F. Jan. 3, 2019; eff. Jan. 23, 2019.

## **Rule 105-2-.11. General Probation Responsibilities.**

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In addition to meeting all other requirements, probation entities and individuals are responsible for the following:

- (a) Providing services for the supervision, and collection of court-ordered fines of probationers assigned to the probation entity by the court in accordance with the service agreement;
- (b) The actions of all employees carried out within the scope of employment, whether they are characterized as employees, agents, interns, volunteers, or independent contractors (Applicable to Entity owners/directors only);
- (c) Prohibiting the solicitation of probationers for insurance, legal services, bail bonds, specific clinical evaluations or treatment providers, or any other product or service;
- (d) Ensuring the quality of case management, case notes, case status, special conditions, and execution of all court orders in a professional and timely manner;
- (e) Being accountable to the court in reporting the status of probation cases assigned to the probation entity for supervision;
- (f) Prohibiting solicitation, and/or the requirement of advanced payment of probation supervision fees;
- (g) Abiding by statute in reference to treatment of indigent probationers and revocation requirements per O.C.G.A. § [42-8-102](#);
- (h) Abiding by statute in reference to pay only cases per O.C.G.A. § [42-8-103](#);
- (i) Abiding by statute in reference to consecutive misdemeanor sentences per O.C.G.A. § [42-8-103.1](#);
- (j) Abiding by statute in reference to the tolling of misdemeanor sentences per O.C.G.A. § [42-8-105](#) and;
- (k) The failure to adhere to these responsibilities shall subject the probation entity or individuals to sanctions as provided in these rules.

**Cite as Ga. Comp. R. & Regs. R. 105-2-.11**

**Authority:** O.C.G.A. §§ [42-3-3](#), [42-3-6](#), [42-8-106.1](#), [42-8-102](#), [42-8-103](#), [42-8-104](#), [42-8-105](#).

**History.** Original Rule entitled "General Probation Responsibilities" adopted. F. Jan. 25, 2017; eff. Feb. 14, 2017.  
**Amended:** F. Jan. 3, 2019; eff. Jan. 23, 2019.

## **Rule 105-2-.12. Training and Individual Development.**

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The primary objective of MPOU training curriculum is to ensure that individuals receive sufficient training to enable them to provide probation services that are professional, competent and efficient. To satisfy these training requirements, the curricula are required to be submitted to MPOU for approval. The following training is required:

- (a) Probation Officer Initial Orientation Training. All probation officers providing probation services are required to obtain 40 hours of initial orientation training as set forth below. Probation officers with evidence of satisfactorily completing a probation or parole officer basic course of training certified by the Georgia Peace Officer Standards and Training Council are exempt from the 40-hour initial orientation training requirement. Initial training of new probation officers shall be completed within the first 6 months of employment. All directors/owner must also complete the probation officer training if providing supervision services.
  - 1. Probation Officer Orientation Curriculum
    - (i) A 5-hour block of instruction covering General Probation Overview and consisting of: The History of Probation, Ethics and Professionalism, Probation Officer Liabilities and Responsibilities, Constitutional Law, and Probation Law;
    - (ii) A 20-hour block of instruction covering Probationer Management and consisting of: Confidentiality, Intake, Preparation and Maintenance of Files, Case Documentation, Interviewing and Communication Skills, Available Sentencing Options, Financial Collections, Community Service, Alcohol and Substance Abuse, and Personal Welfare and Safety; and
    - (iii) A 15-hour block of instruction covering Legal Procedures and Reports and consisting of: General Report Writing Techniques, Violations, Delinquency Reports and Warrants, Courtroom Protocol, Testimony and Revocation Proceedings, First Offender Act, Case Termination Reports, Domestic Violence, and Statutory Changes and Updates.
- (b) Probation Officer Annual In-Service. All probation officers are required to obtain 20 hours of annual in-service training. In-service training shall be completed on a calendar year basis. The initial orientation training hours completed during the first calendar year of employment shall also count towards satisfying the annual in-service training requirements for that same period.
  - 1. Annual In-Service Training shall be on topics that relate to the criminal justice system



and/or the operation of the probation entity as approved by MPOU.

- (c) Administrative Employee Agent, Intern, or Volunteer Initial Orientation Training. All Administrative Employee, Agent, Intern, or Volunteer are required to obtain 16 hours of initial orientation training.
  - 1. Administrative Employee, Agent, Intern, or Volunteer Orientation Curriculum.
    - (i) A 4-hour block of instruction covering: The History of Probation, Ethics and Professionalism, Probation Officer Liabilities and Responsibilities, Constitutional Law, and Probation Law;
    - (ii) A 8-hour block of instruction covering Probationer Management and consisting of: Confidentiality, Intake, Preparation and Maintenance of Files, Case Documentation, Interviewing and Communication Skills, Available Sentencing Options, Financial Collections, Community Service, Alcohol and Substance Abuse, and Personal Welfare and Safety; and
    - (iii) A 4-hour block of instruction covering Legal Procedures and Reports and consisting of: General Report Writing Techniques, Violations, Delinquency Reports and Warrants, Courtroom Protocol, Testimony and Revocation Proceedings, First Offender Act, Case Termination Reports, Domestic Violence, and Statutory Changes and Updates.
- (d) Administrative Employee, Agent, Intern, or Volunteer Annual In-Service Training. All Administrative Employee, Agent, Intern, or Volunteer will obtain 8 hours of annual in-service training. In-service training shall be completed on a calendar year basis. The initial orientation training hours completed during the first calendar year of employment shall also count towards satisfying the annual in-service training requirements for that same period.
  - 1. Annual In-Service Training shall be on topics that relate to the criminal justice system and/or the operation of the probation entity as approved by MPOU.
- (e) Training Responsibilities. The progress and completion of initial orientation and in-service training is required to be documented and maintained in the individual's files utilizing the forms approved by MPOU.
- (f) Training Resources. Probation entities and individuals providing probation services may obtain training resource information from MPOU, local law enforcement agencies, local colleges and schools, and national professional associations such as the American Probation and Parole Association, Georgia Professional Association of Community Supervision, American Correctional Association, and/or credible sources approved by MPOU. All training must be approved by MPOU.
- (g) Trainer Requirement. Trainers will have expertise in the area of training. A college degree or POST certification is preferred. Probation entities shall maintain a description of the

course and the contact information of the trainer on file. Training provided by professional training services shall be accepted so long as a description of the course and the trainer's contact information is maintained on file and has been approved by MPOU.

- (h) The failure to adhere to these training requirements shall subject the probation entity and/or individuals to sanctions as provided in these rules.

**Cite as Ga. Comp. R. & Regs. R. 105-2-.12**

**Authority:** O.C.G.A. § [42-8-106.1](#).

**History.** Original Rule entitled "Training and Individual Development" adopted. F. Jan. 25, 2017; eff. Feb. 14, 2017.

**Amended:** F. Jan. 3, 2019; eff. Jan. 23, 2019.

### **Rule 105-2-.13. Probation Entity Reports.**

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All probation entities shall provide the judge and MPOU with a quarterly probation entity activity report in such detail as the judge and MPOU may require.

- (a) Probation entity quarterly activity reports shall be submitted within 15 days after the close of each calendar quarter and shall be made utilizing forms approved by MPOU. Quarterly reports must be received by MPOU as follows: 1st quarter (Jan-March) due April 15th, 2nd quarter (April-June) due July 15th, 3rd quarter (July-Sept.) due Oct. 15th, 4th quarter (Oct.-Dec.) due Jan 15<sup>th</sup>.
  - 1. If the 15th day after the close of the quarter falls on a weekend or state or federal holiday, the quarterly report shall be submitted by the following business day. MPOU in its discretion shall allow for adjustments of due dates based on a case by case basis as long as the request for extension is received by MPOU in writing prior to the due date.
  - 2. Failure to submit quarterly reports in a timely manner may result in sanctioning.
- (b) The quarterly reports shall include the following:
  - 1. Number of probationers under supervision;
  - 2. The amount of fines, statutory surcharges, and restitution collected;
  - 3. The amount of fees collected and the nature of such fees, including probation supervision fees;
  - 4. Rehabilitation programming fees;
  - 5. Electronic monitoring fees;
  - 6. Drug or alcohol detection device fees;

7. Substance abuse or mental health evaluation or treatment fees if such services are provided directly or otherwise to the extent such fees are known;
8. Drug testing fees;
9. The number of community service hours performed by probationers under supervision;
10. A listing of any other service for which a probationer was required to pay to attend;
11. The number of probationers for whom supervision or rehabilitation has been terminated and the reason for the termination;
12. The number of warrants issued during the quarter and;
13. These reports shall be in such detail as MPOU may require.
  - (i) Entities shall be given 90 days advance notice of changes in reporting requirements.

**Cite as Ga. Comp. R. & Regs. R. 105-2-.13**

**Authority:** O.C.G.A. §§ [42-8-108](#), [42-3-3](#).

**History.** Original Rule entitled "Probation Entity Reports" adopted. F. Jan. 25, 2017; eff. Feb. 14, 2017.

### **Rule 105-2-.14. Probation Entity Records.**

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Each probation entity must maintain the following records for the period required by law at no less than three years and the records must be available and accessible for inspection by the affected county, municipality, consolidated government, the court, the Department of Audits and Accounts or MPOU upon request.

(a) Required records are as follows:

1. All written contracts or service agreements for probation services;
2. All court orders for all probationers assigned to the entity for supervision;
3. All accounting ledgers and related documents;
4. All payment receipts issued to probationers for all funds received;
5. All probation case history and management reports and documents;
6. All other documents pertaining to the case management of each probationer assigned to the entity for supervision;

7. The probation entity and individual applications for registration and supporting documents submitted to MPOU;
8. All training records and individual personnel files;
9. The registration approval issued to the probation entity and individuals by MPOU; and
10. All documents related to the case management of probationers to include but not limited to case history, accounting ledgers, and payment receipts must be retained for a period required by law after the probation case closes at no less than 3 years.
11. Pursuant to O.C.G.A. § [42-8-109.2\(b\)\(1\)\(A\)](#), "Any probationer under supervision shall be provided with a written receipt and a balance statement each time he or she makes a payment." All other reports, files, records, and papers of whatever kind relative to the supervision of probationers are declared to be confidential and shall be available only to the affected county, municipality, or consolidated government, or an auditor appointed by such county, municipality, or consolidated government, the judge handling a particular case, the Department of Audits and Accounts, the Department of Corrections, DCS, the State Board of Pardons and Paroles, or the Board.
12. All other reports, files, records, and papers of whatever kind relative to the supervision of probationers may also be disclosed to verified law enforcement agencies solely to perform law enforcement duties and responsibilities.
13. The foregoing reports, files, records, and papers of whatever kind relative to the supervision of probationers are not subject to disclosure pursuant to a subpoena.

**Cite as Ga. Comp. R. & Regs. R. 105-2-.14**

**Authority:** O.C.G.A. §§ [42-8-106.1](#), [42-8-109.2](#).

**History.** Original Rule entitled "Probation Entity Records" adopted. F. Jan. 25, 2017; eff. Feb. 14, 2017.

**Amended:** F. Jan. 3, 2019; eff. Jan. 23, 2019.

### **Rule 105-2-.15. Money Collection.**

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No probation entity or individual shall assess or collect from a probationer or disburse any funds, except as authorized by written order of the court, as authorized by the written service agreement, or as required by State law.

- (a) A current schedule of all probation fees, authorized through a service agreement, must be filed by the probation entity with MPOU and comply with applicable laws and rules.
- (b) No probation entity or individual may offer any program services or component for an

additional fee unless the fee is authorized by the probation entities service agreement and has been ordered by the court, or as required by State law.

- (c) It shall be the duty of the probation entity to collect and disburse funds and faithfully keep the records of accounts as required by the court, MPOU, and State law.
- (d) No probation entity or individual shall require collection of probation supervision fees prior to providing services.
- (e) The failure to adhere to any of these requirements in (a) through (d) above shall subject the probation entity and individuals to sanctions as provided in these rules.

**Cite as Ga. Comp. R. & Regs. R. 105-2-.15**

**Authority:** O.C.G.A. § [42-8-106.1](#).

**History.** Original Rule entitled "Money Collection" adopted. F. Jan. 25, 2017; eff. Feb. 14, 2017.

### **Rule 105-2-.16. Transfer of Probation Supervision.**

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Probation case supervision may be transferred from one probation entity to another with the approval of the court of original jurisdiction and/or as provided by Interstate Compact.

- (a) **The Sending Probation Entity.** The sending probation entity will be responsible for contacting the receiving probation entity and determining if the transfer is feasible. The sending probation entity shall provide the court of original jurisdiction with necessary information for consideration of the transfer.
- (b) **Approval of the Transfer.** Upon approval of the transfer, the sending probation entity will instruct the probationer in writing as to where and when to report to the receiving probation entity and will forward a case management package to the receiving probation entity. The package should include: a copy of the sentence, a copy of all case history information and a statement of financial obligations and collections to date.
- (c) **Transfer of Cases Involving Financial Collections.** When a case is transferred from one probation entity to another, the sending probation entity remains responsible for the collection of all original fines, fees and surcharges, with the exception of monthly probation supervision fees unless otherwise ordered by the court.
  - (i) Monthly probation fees collected and retained by the sending probation entity shall not exceed an amount equal to the number of months that the probationer was actually supervised. As of the date of transfer, monthly probation supervision fees shall be collected and retained by the receiving probation entity.
  - (ii) The sending probation entity will remain responsible for the collection of all other financial obligations and is responsible for instructing the probationer regarding forwarding scheduled financial payments back to the original probation entity unless

otherwise ordered by the court.

- (d) Probation Violations by Transferred Probationers. When violations occur during supervision by the receiving probation entity, it is the responsibility of the receiving probation entity to investigate and report back to the sending probation entity in order for the court of original jurisdiction to be informed unless otherwise ordered by the court.
- (e) If the probationer fails to report or the case is determined to be unacceptable to the receiving probation entity, the receiving probation entity should contact the sending probation entity in an effort to resolve the problem. If the situation cannot be resolved, the case management package should be returned to the sending probation entity with sufficient documentation of the problem and the original sending probation entity should inform the court of original jurisdiction of the situation unless otherwise ordered by the court.
- (f) If probation violations occur subsequent to a transfer, the sending probation entity and the court of original jurisdiction retains responsibility to pursue appropriate follow-up action unless otherwise ordered by the court.
- (g) Sentence Expiration. When the terms of the probation sentence expire for a transferred probationer, the receiving probation entity will forward a brief confirmation report back to the original sending probation entity confirming that probation supervision has been terminated. In accordance with court policy, the sending probation entity shall inform the court that probation supervision has been terminated.
- (h) Transfer of Probation Supervision Into and Out of State. Probation case supervision will be transferred from a probation entity to a probation office or probation entity between states according to the requirements of the Interstate Compact for Adult Offender Supervision.
- (i) All probation entities and individuals shall abide by the Interstate Compact statute O.C.G.A. § [42-9-81](#).

**Cite as Ga. Comp. R. & Regs. R. 105-2-.16**

**Authority:** O.C.G.A. §§ [42-8-106.1](#), [42-8-109.2](#), [42-9-81](#).

**History.** Original Rule entitled "Transfer of Probation Supervision" adopted. F. Jan. 25, 2017; eff. Feb. 14, 2017.

## **Rule 105-2-.17. Notification of Probation Entity Sales, Mergers or Acquisitions.**

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In the event a probation entity becomes associated with another corporation, enterprise or agency, or becomes consolidated with another government, whether through acquisition, merger, sale or any other such transaction, that probation entity shall inform MPOU of such change within 10 days after the transaction. The written notice shall include the names, addresses and telephone numbers of all primary parties, the effective date of the merger or sale or consolidation, and the nature of the business relationship of the new probation entity. A violation

of any provision contained in the applicable statute may result in a breach of contract for all probation services rendered.

- (a) All parties must be approved by MPOU to provide misdemeanor probation supervision services prior to the merger, sale or any other such transaction.
- (b) Probation entities must adhere to rule [105-2-.08](#) and have an approved service agreement prior to providing probation services.
- (c) Failure to obtain such approval shall subject the entity to sanctions provided by these rules.

**Cite as Ga. Comp. R. & Regs. R. 105-2-.17**

**Authority:** O.C.G.A. §§ [42-8-106.1](#), [42-8-109.3](#).

**History.** Original Rule entitled "Notification of Probation Entity Sales, Mergers or Acquisitions" adopted. F. Jan. 25, 2017; eff. Feb. 14, 2017.

**Amended:** F. Jan. 3, 2019; eff. Jan. 23, 2019.

### **Rule 105-2-.18. Probation Entity Advertising and Solicitation.**

Any probation entity that solicits business is required to meet the following requirements:

- (a) Any advertisement must contain the full name of the probation entity;
- (b) No probation entity may advertise in any manner that is false or misleading, nor may any advertisement make any false or misleading claim and;
- (c) No Probation entity may use the logo or the seal of the State of Georgia in any advertising or on any probation entity stationary or correspondence.

**Cite as Ga. Comp. R. & Regs. R. 105-2-.18**

**Authority:** O.C.G.A. §§ [10-1-372](#), [10-1-421](#), [42-8-106.1](#), [50-3-8](#).

**History.** Original Rule entitled "Probation Entity Advertising and Solicitation" adopted. F. Jan. 25, 2017; eff. Feb. 14, 2017.

### **Rule 105-2-.19. Audits, Inspections, Investigations, and Probation Entity Monitoring.**

MPOU is authorized and empowered to conduct audits, inspections, and investigations of probation entities and individuals to determine and monitor compliance with requirements.

- (a) Audits and inspections may be conducted at any site, location, or place, and may be initiated any time during operating or other reasonable hours, of such probation entity in order to assess compliance with requirements.

- (b) MPOU is authorized and empowered to conduct investigations to determine whether any probation entity or individual requirements have been, or are being violated. Such investigations may be conducted at any site, location, or place, may be initiated any time during operating or other reasonable hours, may continue during a pending administrative action initiated by MPOU, and may involve any person who may have information related to an alleged or suspected violation by a probation entity. Investigations may be initiated by MPOU, at its discretion, when it suspects actual or potential noncompliance with requirements on the part of a probation entity or individual, or when any person alleges facts which, if true, likely would constitute a violation of the law or these rules.
- (c) Consent to entry and access. A registration application or the approval by MPOU constitutes consent by the registration applicant and the owner/director of the premises for MPOU representatives to enter the premises for the purpose of conducting an audit, inspection, investigation, or monitoring.
- (d) MPOU representatives must be allowed immediate entrance and access to the probation entity premises and to sources of information determined by MPOU to be pertinent to making a full compliance determination. This information includes, but is not limited to: all individuals, all parts of the premises, probationers records, and any document(s) related to the initial or continued registration approval of a probation entity or individual.
- (e) MPOU additionally shall have the authority to require the probation entity or individual to provide any relevant documents including originals where available or photocopies or portions thereof. This authority extends to documents to which confidentiality or privilege otherwise would attach.
- (f) Cooperation with inspection. Probation entities and individuals must cooperate with any inspection or investigation by MPOU and must provide, without delay, any information reasonably requested by MPOU.

**Cite as Ga. Comp. R. & Regs. R. 105-2-.19**

**Authority:** O.C.G.A. §§ [42-8-106.1](#), [42-8-109.3](#).

**History.** Original Rule entitled "Audits, Inspections, Investigations, and Probation Entity Monitoring" adopted. F. Jan. 25, 2017; eff. Feb. 14, 2017.

## **Rule 105-2-.20. Enforcement of Probation Entity Requirements.**

MPOU in addition to other sanctions shall have the authority to deny, suspend, and revoke the registration approval of a probation entity for noncompliance with any applicable laws or rules. MPOU shall also have the authority to revoke existing registration if an entity fails or refuses to adhere to registration requirements. Additionally, it shall have the authority to issue a written reprimand or assess administrative fines in addition to other sanctions against any probation entity or individual for noncompliance with requirements. In considering which sanction to impose, MPOU shall consider the history of compliance, the seriousness of the violations, whether the probation entity, or individual voluntarily reported problems giving rise to any



violation, and whether good faith efforts were exhibited to correct areas of noncompliance prior or subsequent to their discovery by MPOU.

(a) In addition to any other sanction, probation entities or individuals may be sanctioned for any of the following:

1. Knowingly making misleading, deceptive, untrue, or fraudulent representation in obtaining certification, fulfilling reporting requirements, or in the operations of an entity or individual, or knowingly engaging in fraud or deceit or making false statements in any matter required by law or these rules;
2. Failing or refusing to provide MPOU with meaningful access to the probation entity premises, individuals, probationers records, including refusing to provide MPOU with documents reasonably necessary to making a compliance determination;
3. Changing ownership of a private probation entity in order to avoid or avert the denial, revocation, or suspension of registration;
4. Altering or falsifying any probation entity or individual records;
5. Failing or refusing to remit required reports as outlined in these rules;
6. Failing to demonstrate adherence to and satisfaction of the requirements, qualifications, or standards required by law or by these rules; probation entity or individual requirements or violating any law relating to the operation of a probation entity;
7. Failing or refusing to abide by, or comply with, any order or directive issued by MPOU pursuant to its authority as provided by law or by these rules and regulations;
8. Failing or refusing to properly supervise its probation officers, agents, or individual employees to the detriment of the public;
9. Engaging in any unprofessional, unethical, deceptive, or deleterious conduct or practice harmful to the public, to a court, or to persons under the supervision of the entity or the individual;
10. Violating or attempting to violate any law, constitutional provision, rule, or regulation of this state, any other state, the United States, or any other lawful authority relating to the supervision of probationers or the operations of an entity or individual that engages in such supervision;
11. Committing any act or omission which is indicative of bad moral character or untrustworthiness;
12. Being terminated by a court or governing authority for disciplinary reasons and/or;

13. Committing any act or omission that MPOU finds to be contrary to the spirit of these rules and regulations or contrary to the public good.

**Cite as Ga. Comp. R. & Regs. R. 105-2-.20**

**Authority:** O.C.G.A. §§ [42-8-106.1](#), [42-8-109.3](#).

**History.** Original Rule entitled "Enforcement of Probation Entity Requirements" adopted. F. Jan. 25, 2017; eff. Feb. 14, 2017.

### **Rule 105-2-.21. Sanctions that May Be Imposed.**

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When the Misdemeanor Oversight Unit Director finds that a violation of laws or these rules has taken place, the Director may take any one or more of the following actions:

- (a) Administer a reprimand to the entity or individual.
- (b) Suspend for a fixed period of time the entity or individual's certification or authorization to do business, to engage in a specific activity as part of the business, or to supervise probationers.
- (c) Limit or restrict any authorization, certificate, or approval that has been previously approved by the MPOU.
- (d) Impose a fine or violations fee against the probation entity or individual in an amount not to exceed \$5,000 per violation.
- (e) Impose any of the above sanctions but withhold enforcement of such sanctions and place the probation entity or individual on probation for a definite period of time under such conditions as may be imposed by the MPOU Director. Upon violation of any of the terms of probation, as determined by the MPOU Director, the original sanctions shall immediately take effect.
- (f) MPOU shall notify all courts served by the probation entity of any sanction imposed upon the probation entity for violating these rules and regulations.
- (g) MPOU Director shall have the authority to take emergency action against a probation entity or individual to immediately suspend its registration approval if MPOU finds that the public health, safety, or welfare imperatively requires emergency action.

**Cite as Ga. Comp. R. & Regs. R. 105-2-.21**

**Authority:** O.C.G.A. §§ [42-8-106.1](#), [42-8-109.3](#).

**History.** Original Rule entitled "Sanctions that May Be Imposed" adopted. F. Jan. 25, 2017; eff. Feb. 14, 2017.

### **Rule 105-2-.22. Procedures for Imposition of Sanctions.**

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Upon a finding that a violation has occurred, MPOU shall send a letter by certified mail to the probation entity or individual, specifically noting the alleged violations.

- (a) The probation entity or individual shall have 15 days from the date of such letter in which to submit any additional documents or other evidence in response to the allegations.
- (b) After consideration of the allegations and any additional evidence received from the probation entity or individual, the Director, with the concurrence of the Commissioner, shall determine what, if any, sanction shall be appropriate for each violation. Once the determination is made, the MPOU will notify the probation entity and/or individual, by certified mail, setting forth the violations found to exist and the sanctions imposed. The letter shall also inform the violator of the right to review by the Board of Community Supervision.
- (c) Within 10 days of receiving the sanctions notice, the probation entity or individual may request review by the Board of Community Supervision. If the violator does not seek review the sanction will be final. Except for emergency sanctions under Rule 105-2-21(g), if the violator seeks Board review, the sanction will be stayed until the Board reviews the sanction and acts on the sanction as provided in subsection (f) below.
- (d) It is the responsibility of all probation entities to maintain their mailing address current and up-to-date with MPOU as any and all correspondence will be sent to the address on file.
- (e) If the probation entity or individual requests review of the sanction imposed by the MPOU Director, the record, including any materials submitted by the probation entity or individual, shall be forwarded to the Board of Community Supervision for review. The request for review should be made in writing and addressed to the MPOU Director.
- (f) The Board of Community Supervision shall review the sanction imposed and affirm the sanction, alter the sanction, or remand the matter to the Director.
- (g) If the Board affirms the sanction or imposes an alternative sanction, notice of the sanction shall be sent to the probation entity or individual sanction by certified mail. The entity or individual against whom the sanction has been imposed may appeal as provided by O.C.G.A § [42-3-10](#).

**Cite as Ga. Comp. R. & Regs. R. 105-2-.22**

**Authority:** O.C.G.A. §§ [42-8-106.1](#), [42-8-109.2](#), [42-3-10](#).

**History.** Original Rule entitled "Procedures for Imposition of Sanctions" adopted. F. Jan. 25, 2017; eff. Feb. 14, 2017.

### **Rule 105-2-.23. Severability.**

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In the event that any rule, sentence, clause or phrase of any of these rules and regulations may be construed by any court of competent jurisdiction to be invalid, illegal, unconstitutional, or otherwise unenforceable, such determination or adjudication shall in no manner affect the

remaining rules or portions thereof. The remaining rules or portions thereof shall remain in full force and effect, as if such rule or portions thereof so determined, declared, or adjudicated invalid or unconstitutional were not originally a part of these rules.

**Cite as Ga. Comp. R. & Regs. R. 105-2-.23**

**Authority:** O.C.G.A. §§ [42-3-2](#), [42-3-3](#), [42-3-6](#), [42-8-106.1](#).

**History.** Original Rule entitled "Severability" adopted. F. Jan. 25, 2017; eff. Feb. 14, 2017.

## **Rule 105-2-.24. Filing of Complaints.**

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All probation entities and individuals affiliated with misdemeanor probation supervision are expected to conduct themselves in a professional manner and adhere to all applicable statutes and regulations. Citizens may file a complaint with MPOU. All complaints will be investigated and remain confidential until the investigation is completed.

- (a) MPOU shall open an investigation and notify the probation entity and/or the individual of the investigation in writing. A copy of the complaint or summary of the complaint shall be sent to the probation entity and/or individual. Identifying information of complainants may be redacted.
- (b) The MPOU shall develop procedures and forms, as needed, for the acceptance of complaints from members of the public regarding conduct of entities or individuals subject to these rules.

**Cite as Ga. Comp. R. & Regs. R. 105-2-.24**

**Authority:** O.C.G.A. § [42-8-106.1](#).

**History.** Original Rule entitled "Filing of Complaints" adopted. F. Jan. 25, 2017; eff. Feb. 14, 2017.

# **Chapter 105-3. FAMILY VIOLENCE INTERVENTION PROGRAM.**

## **Rule 105-3-.01. Name and Address.**

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The Board of Community Supervision, in partnership with the Georgia Department of Community Supervision and the Georgia Commission on Family Violence, adopted these rules governing family violence intervention programs. The Board of Community Supervision is located at 2 Martin Luther King, Jr., Drive, Suite 866 - East Tower, Atlanta, Georgia 30334.

**Cite as Ga. Comp. R. & Regs. R. 105-3-.01**

**Authority:** O.C.G.A. §§ [19-13-10](#); [19-13-14\(a\),\(d\)](#) & (e); [19-13-17](#); [19-13-34\(a\)\(4\)](#) & (9).

**History.** Original Rule entitled "Name and Address" adopted. F. Dec. 3, 2018; eff. Dec. 23, 2018.

## **Rule 105-3-.02. Purpose and Authority.**

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These rules shall be known as the Rules for Family Violence Intervention Programs. The purpose of the rules is to provide for the administration and certification of Family Violence Intervention Programs and Facilitators by the Department of Community Supervision through standards developed by the Georgia Commission on Family Violence and to provide for the enforcement of certification and program requirements and for the inspection and investigation of such programs and staff, by the Department of Community Supervision through the Georgia Commission on Family Violence. These rules are adopted and published in accordance with the Official Code of Georgia Annotated O.C.G.A. § [19-13-10](#), et seq. These rules shall remain in effect until adoption of new rules and regulations under the Board of Community Supervision.

**Cite as Ga. Comp. R. & Regs. R. 105-3-.02**

**Authority:** O.C.G.A. §§ [19-13-10](#); [19-13-14\(d\)](#) & (e); [19-13-17](#); [19-13-34\(a\)\(4\)](#) & (9).

**History.** Original Rule entitled "Purpose and Authority" adopted. F. Dec. 3, 2018; eff. Dec. 23, 2018.

## **Rule 105-3-.03. Definitions.**

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- (a) "Candidate" means a person who is ordered or self-referred to complete a Family Violence Intervention Program.
- (b) "Certification fee" means the fee that is assessed by the Commission for consideration of an application for program certification or facilitator certification.
- (c) "Class" means a group of participants who are simultaneously participating in a Family Violence Intervention Program.
- (d) "CJCC" means Criminal Justice Coordinating Council.
- (e) "Commission" means the Georgia Commission on Family Violence.
- (f) "Community Task Force on Family Violence" means a community-based family violence task force that is supported by and working in collaboration with the Commission.
- (g) "Department" means the Georgia Department of Community Supervision.
- (h) "Domestic violence" refers to physical, emotional, economic, sexual and verbal abuse, coercive control, stalking, and violence or threats of violence against an intimate partner, property or others.
- (i) "Facilitator" means a Family Violence Intervention Program group leader who is certified pursuant to these rules.
- (j) "Facilitator Trainee" means a person who is in the process of completing the facilitator certification requirements.

- (k) "Family violence" means the occurrence of one (1) or more of the following acts between past or present spouses, persons who are parents of the same child, parents and children, stepparents and stepchildren, foster parents and foster children, or other persons living or formerly living in the same household: Commission of the offense of battery, simple battery, simple assault, assault, stalking, criminal damage to property, unlawful restraint, criminal trespass or any felony.
- (l) "Family Violence Intervention Program" or "FVIP" means any program which is certified pursuant to these rules.
- (m) "Family" or "household member" means past or present spouses, persons who are parents of the same child, parents and children, stepparents and stepchildren, foster parents and foster children, or other persons living or formerly living in the same household.
- (n) "Intimate partner" refers to a current or former spouse, domestic or dating partner, significant other, boyfriend, or girlfriend.
- (o) "Lateness" means arriving to a class after the class has started at its scheduled time.
- (p) "Monitor" means an agent of the Commission trained and authorized to conduct monitoring of facilitators, class content, and the administrative and/or programmatic requirements of FVIPs.
- (q) "Participant" means a person who is enrolled in a Family Violence Intervention Program.
- (r) "Person" means any individual, agent, representative, governing or operating authority, board, organization, partnership, agency, association, corporation, or other entity, whether public or private.
- (s) "Program Owner" means owner designated on the FVIP certification and recertification application.
- (t) "Provider" means a certified FVIP provider (certified facilitator and program) whose purpose is to rehabilitate family violence offenders.
- (u) "SOP" means a standard operating procedure of the Department.
- (v) "Trainer" means a person providing Commission-approved training that may be credited toward the training and continuing education requirements for facilitators.
- (w) "Victim" means the family member, household member or intimate partner against whom a participant has committed, or is committing, acts of family violence or domestic violence.
- (x) "Victim liaison" means a victim advocate who works in a CJCC-certified program or Commission-approved domestic violence organization that primarily serves victims of family violence or domestic violence and has received domestic violence victim safety training, and who shall be paid and subcontracted by the FVIP.

**Cite as Ga. Comp. R. & Regs. R. 105-3-.03**

**Authority:** O.C.G.A. § [19-13-13\(a\)](#).

**History.** Original Rule entitled "Definitions" adopted. F. Dec. 3, 2018; eff. Dec. 23, 2018.

### **Rule 105-3-.04. Certification Required.**

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No person shall own or operate an FVIP or facilitate an FVIP class without being certified by the Commission as set forth herein in these rules. The failure or refusal to apply for and maintain certification shall subject the FVIP owners, operators and facilitators to sanctions provided in these rules. All applications for certification and recertification must be submitted as required to the Commission, and must be truthful, accurate, and complete.

(a) Limitations on eligibility for FVIP Certification and Facilitator Certification:

1. No person shall be certified who has been a perpetrator of family or domestic violence, including any family violence charges within five (5) years, unless the applicant has shown proof that they have successfully completed a certified FVIP at least two (2) years prior to applying for certification.
2. No person shall be certified who is under any form of community supervision, administrative or otherwise, by any law enforcement agency or county, state or federal authority. This includes, but is not limited to, any form of misdemeanor or felony probation, pre-trial diversion, or parole.
3. No person shall own, direct, facilitate in, or employ any supervisor or director of an FVIP program if such status poses an actual, potential, or apparent conflict of interest. Nor shall any person own, direct, facilitate, or employ any supervisor or director of any program where there exists any type of relationship that would place the owner, director, facilitator, or employee in a position to exert undue influence, exploit, or take undue advantage of any participant.

**Cite as Ga. Comp. R. & Regs. R. 105-3-.04**

**Authority:** O.C.G.A. §§ [19-13-13\(a\)](#) & (b); [19-13-14\(d\)](#).

**History.** Original Rule entitled "Certification Required" adopted. F. Dec. 3, 2018; eff. Dec. 23, 2018.

### **Rule 105-3-.05. Certification Requirements for Family Violence Intervention Program Facilitators.**

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(1) Initial Facilitator Certification Requirements.

- (a) Facilitator Training Requirements. Applicants shall provide proof of completing the following training requirements within three (3) years of applying for certification:
1. Completion of twenty (20) hours of Commission delivered facilitator training;

- i. Applicants must attend "FVIP Basics," a six (6) hour training, prior to beginning all other training requirements and class participation requirements. The remaining fourteen (14) hours of Commission delivered training may be completed in conjunction with the additional training requirements.
  2. Completion of forty (40) hours of Commission-approved training. These training hours must be pre-approved by the Commission.
  3. Completion of forty (40) hours of participation in community education and victim advocacy.
    - i. Fifteen (15) of these forty (40) hours must be spent participating in the Community Task Force on Family Violence or other coordinated community response to domestic violence. If no such body exists, the applicant shall attend other family violence community meetings for this requirement or may request from the Commission that these hours be met through domestic violence court observations, law enforcement ride-alongs, or volunteering with a domestic violence advocacy program. The remaining hours may be comprised of domestic violence court observations, law enforcement ride-alongs, or volunteering with a domestic violence advocacy program;
- (b) FVIP Class Participation Requirements. Applicants shall provide proof of completing the following participation requirements within three (3) years of applying for certification.
1. Thirty-six (36) hours as a participant observer in a certified FVIP. A facilitator trainee may participate in an FVIP class after completing six (6) hours of training as outlined in 105-3-.05(1)(a)(1)(i) and only with a certified facilitator.
  2. Thirty-six (36) hours of direct face-to-face contact as a facilitator trainee with a certified facilitator. A facilitator trainee may have direct face-to-face contact as a facilitator trainee after completing requirements outlined in 105-3-.05(1)(a)(1)(i) and 105-3-.05(1)(b)(1).
- (c) Recommendation Letter. Applicants shall submit a letter of recommendation from the certified facilitator with whom the applicant completed their direct face-to-face facilitator trainee hours.
- (d) Facilitator Educational Requirements. Facilitators must have a four (4) year college degree or two years of experience as a group facilitator, instructor or counselor.



(e) Principles of Practice. Each facilitator trainee and certified facilitator shall adhere to the following Principles of Practice, submit a signed copy of the Principles of Practice upon certification and recertification and prominently display them in the program facility in which they are facilitating.

1. FVIP providers are advocates for victims of family and domestic violence who work to hold participants accountable for their acts of family and domestic violence. The highest priorities of FVIP providers are the safety, rights, and confidentiality of victims.
2. FVIP providers advocate that offenders of family and domestic violence be held accountable. FVIP providers should never collude with participants, minimize, tolerate or justify abusive and unacceptable behavior.
3. FVIP providers consult with victim advocates to ensure quality programming.
4. FVIP providers consistently act and communicate in ways that do not perpetuate discriminatory behavior, attitudes, or bias. FVIP providers treat all with dignity.
5. FVIP providers are not advocates or legal witnesses on behalf of participants and shall use caution when responding to requests for assessments, impressions, opinions, information, or testimony. FVIP providers will not state or imply that program completion will result in non-abusive behaviors or victim safety.
6. Anger management programs, couples counseling, and psychotherapy are not appropriate interventions for family and domestic violence and may place the victim at heightened risk. Ending violence and abuse and ensuring victim safety takes precedence over efforts to save relationships.
7. Educational group sessions must be the primary approach to family and domestic violence intervention. Substance abuse treatment, addictions treatment, and individual treatment are not appropriate interventions for family and domestic violence. However, providers may find participants benefit from these interventions separately, but only in addition to participation in an FVIP.
8. FVIPs alone do not create accountability. FVIP providers collaborate with community partners and participate in a larger coordinated community response to family and domestic violence.

(f) Code of Ethics. Each facilitator trainee and certified facilitator shall adhere to the following Code of Ethics and submit a signed copy upon certification and recertification.

1. I will make victim safety my first priority in working with participants who

engage in acts of family or domestic violence. I will make participant accountability my second priority.

2. I will collaborate with domestic violence victim advocates to design and inform my FVIP work to ensure quality programming.
3. I will provide truthful, accurate, and complete statements to the criminal justice system, victim liaisons, the Department, the Commission, and other community partners.
4. I will report to the referring agency and victim liaison any recent additional acts of family or domestic violence admitted to by an FVIP participant, when such reporting will not further endanger the victim or witness. Through consultation with the victim liaison, I will report to all appropriate legal authorities any suspected neglect and/or abuse of a child or protected adult.
5. I will report to the Commission any violations of the Rules for Family Violence Intervention Programs that I observe while certified as an FVIP facilitator.
6. I will conduct myself in my personal and professional life in a manner consistent with the principles of nonviolence and I will abide by a drug-free lifestyle. I will immediately disclose to my direct supervisor and the Commission if I commit, am arrested for, or have been convicted of any misdemeanor or felony crime.
7. I will avoid personal, professional, or business relationships that conflict with the interest of the FVIP and those it serves. I will not accept gifts, services, or benefits that impair my integrity, the integrity of the agency, or might invite special considerations.
8. I will avoid the appearance of impropriety. I will not engage in any behavior that I would be unwilling to disclose fully to my colleagues, legal authorities, and the public. I will not engage in sexual or romantic activities with participants, victims, or their family members for at least two (2) years after our last professional contact. Even at that time, I will not engage in such behaviors that could reasonably contribute to the suffering of any person(s) or the impairment of the FVIP efforts.
9. I will fully explain all program rules and policies, fee payment, enrollment, program standards, discharge, and completion requirements to participants. I will consistently apply program rules to all participants.
10. I will treat all program participants and the victims of their violence fairly. I will not discriminate on the basis of actual or perceived race, class, age,

religion, educational attainment, ethnicity, national origin, handicaps, sex, gender identity, sexual orientation, or economic condition. To the best of my ability, I will work to ensure that all persons have equal access to FVIP resources and services.

- (g) **Background Check Requirement.** All applicants shall undergo a comprehensive criminal background, temporary protective order, and driver history check. Facilitators may be subject to additional background checks at any point during their period of certification. All background checks will be conducted by the Department. The Commission shall report to the facilitator the results of the background checks at the request of the applicant or facilitator.
1. Facilitators shall provide the Commission documentation and details of any of the following:
    - i. Conviction, guilty plea, or nolo contendere plea for any felony or misdemeanor.
    - ii. Adjudication of guilt withheld for a felony or misdemeanor, including first offender act and conditional discharge sentencing.
    - iii. Current charges of a violation of law.
    - iv. Reports to the Department of Family and Children's Services for child abuse or neglect.
    - v. Protective orders issued against them, or bond conditions resulting from an arrest.
    - vi. A finding of family or domestic violence made in divorce, custody or visitation proceedings.
    - vii. Any sanctions and revocations imposed by any professional licensing boards.
- (h) **Notification of Arrest Requirement.** Once certified, facilitators shall report to the Commission by the next business day after release any arrest.
- (i) **Notification of Temporary Protection Order Respondent Requirement.** Once certified, facilitators shall report to the Commission any temporary protection or stalking orders of which they are a respondent by the next business day after service of the order.
- (j) **Facilitator Certification Schedule and Fees.** The Commission will review certification applications for facilitators on an ongoing basis. Each applicant will be required to

submit a nonrefundable \$150.00 certification fee with their application. The Commission will prorate certification fees to the nearest January 1.

- (2) **Recertification Requirements for Family Violence Intervention Program Facilitators.** Once certified, a facilitator shall remain certified for two (2) years from the prorated January 1 certification date as long as the facilitator remains in compliance with applicable laws and rules. The failure or refusal to maintain certification while facilitating FVIP classes shall subject the facilitator to sanctions provided in these rules.

- (a) **Recertification Training Requirements.** Each applicant shall submit to the Commission a completed application and all requested documentation.

1. Training requirements must be completed between the months of January - December annually. Facilitators shall provide proof of completing the following training requirements when applying for recertification:
  - i. Completion of twelve (12) hours of Commission-approved training annually.
  - ii. Attend three (3) meetings of the Community Task Force on Family Violence or other coordinated community response to domestic violence annually. If no such body exists, the applicant shall attend other family violence community meetings for this requirement or may request from the Commission this requirement be met through domestic violence court observations, law enforcement ride-alongs, or volunteering with a domestic violence program.

- (b) **Recertification Schedules and Fees.**

1. Facilitators shall complete and submit to the Commission the required application and documents by January 1 biannually. Each recertification applicant will be required to submit a nonrefundable \$100 recertification fee with their application.
2. There will be a \$100 late fee for certified facilitators who submit their application for recertification within thirty (30) calendar days after January 1. If a recertification application is not received within thirty (30) calendar days after January 1, facilitator certification will be suspended and there will be an additional \$200 reinstatement fee if recertification requirements are met within sixty (60) calendar days.
3. After sixty (60) calendar days, certification will be expired. Within two (2) years of certification expiration, previously certified facilitators may apply for reinstatement of their certification by providing proof of completing ongoing continuing education and Community Task Force on Family Violence participation requirements and submit a \$200 reinstatement fee. After two (2)

years, previously certified facilitators who seek recertification will be required to apply for certification as new facilitators.

(c) Certification and Recertification Requirements for Facilitators Approved before January 1, 2019.

1. All Commission approved facilitators shall be provided the opportunity to obtain certification upon providing the Commission with the requested information by December 30, 2018. Initial certification for approved facilitators will last for one (1) or two (2) years in order to stagger distribution of certification of facilitators. The Commission will notify the facilitator of their certification via certified mail by March 1, 2019.
2. Facilitators who receive an initial one (1) year certification period will be required to provide proof of the following on their next recertification application: completing twelve (12) hours of Commission-approved training obtained from January - December, evidence of attending three (3) Community Task Force on Family Violence meetings from January-December, and a \$100 recertification fee. All facilitators who are certified for an initial one (1) year certification period shall be required to attend three (3) hours of Commission-provided training on the Rules of Family Violence Intervention Programs within their first year of certification.
3. Facilitators who receive an initial two (2) year certification period will be required to provide proof of the following on their next recertification application: completing twelve (12) hours of Commission-approved training obtained from January - December annually, evidence of attending three (3) Community Task Force on Family Violence meetings from January - December annually, and a \$100 recertification fee. All facilitators who are certified for an initial two (2) year certification period shall be required to attend three (3) hours of Commission-provided training on the Rules of Family Violence Intervention Programs within their second year of certification.

(3) Notice of Approval or Denial of Facilitator Certification and Recertification.

- (a) Upon receipt of all required application materials, the Commission will undertake a review of the application materials for purposes of determining whether the facilitator meets all certification or recertification requirements. The Commission will notify the applicant within thirty (30) calendar days of receipt of application materials if the application has been approved or denied, if the application is incomplete, or if the Commission requires more time to process the application.
- (b) If the Commission determines all facilitator certification or recertification requirements have been satisfied as set forth by law and in these rules, the Commission shall certify or recertify the facilitator. The Commission will notify the

facilitator of their initial certification via certified mail at the address provided in the application. The Commission will notify the facilitator of their recertification in the Commission designated reporting system.

- (c) If the Commission determines facilitator certification or recertification requirements have not been satisfied, the Commission will advise the applicant or facilitator who is denied initial certification or recertification, in writing, of the reasons for its decision to deny facilitator certification or recertification. New applicants will be notified via the email address provided in the application. Facilitators seeking recertification will be notified via the Commission designated reporting system. The applicant will then have ten (10) business days from the date of the Commission's notification of denial of certification or recertification to submit additional documentation, correct deficiencies, or otherwise complete the application as may be required by the Commission. If the applicant again fails to demonstrate compliance with all certification requirements, the application shall be denied.
- (d) Denials may be appealed by following procedures required by law and these rules.
- (e) It is the responsibility of applicants and facilitators to submit and maintain their current mailing address and email address with the Commission as any and all correspondence will be sent to the mailing address and email address on file.

**Cite as Ga. Comp. R. & Regs. R. 105-3-.05**

**Authority:** O.C.G.A. §§ [19-13-11](#); [19-13-13\(b\)](#); [19-13-14\(a\)](#) & (e); [19-13-17](#).

**History.** Original Rule entitled "Certification Requirements for Family Violence Intervention Program Facilitators" adopted. F. Dec. 3, 2018; eff. Dec. 23, 2018.

## **Rule 105-3-.06. Certification Requirements for Family Violence Intervention Program Owners.**

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### **(1) Initial FVIP Certification.**

- (a) **Judicial Circuit Requirement.** Programs seeking certification in more than one (1) judicial circuit shall submit one (1) application. Programs must indicate all judicial circuits in which they are applying for certification.
- (b) **Mission Statement Requirement.** Each applicant shall submit in their application their program's mission statement or a statement of intent addressing the role of the FVIP in their organization.
- (c) **Background, History & Experience.** Each applicant shall submit information on the program owner's, operator's and/or designee's background, history, interest and experience addressing family violence and domestic violence.

- (d) Disclosure of Businesses and Ownership Ventures. Each applicant shall disclose any other businesses or ownership ventures.
- (e) Locations & Class Schedules. Each applicant shall submit the addresses for all requested locations, proposed class schedules and assigned certified facilitators.
- (f) Class Fees. Each applicant shall submit their class fee schedule and written indigent fee reduction plan for participants declared indigent by the court and provide a copy of these documents to all referral sources.
- (g) General Liability Insurance. Each applicant shall submit proof of a current general liability insurance of at least \$1,000,000.
- (h) Victim Liaison Requirement. Applicants shall submit a current contract with a victim liaison. FVIPs are required to have a contract with a victim liaison at all times during the course of their certification. The victim liaison shall be a paid, subcontracted domestic violence advocate from a CJCC-certified program or Commission-approved program. FVIPs must notify the Commission if there is any change in the victim liaison.
  - 1. An FVIP may initiate contact with victims of family and domestic violence only through the victim liaison unless FVIP staff has a legal duty to warn the victim of immediate danger. All FVIP contact with victims shall be in accordance with the Department SOP.
- (i) Principles of Practice. Each applicant shall submit a signed copy of the Principles of Practice. FVIPs shall adhere to the following Principles of Practice, incorporate them into their program's policy and procedure manual, submit a signed copy to the Commission upon recertification, and prominently display them in the program facility.
  - 1. FVIP providers are advocates for victims of family and domestic violence who work to hold participants accountable for their acts of family and domestic violence. The highest priorities of FVIP providers are the safety, rights and confidentiality of victims.
  - 2. FVIP providers advocate that offenders of family and domestic violence be held accountable. FVIP providers should never collude with participants, minimize, tolerate, or justify abusive and unacceptable behavior.
  - 3. FVIP providers consult with victim advocates to ensure quality programming.
  - 4. FVIP providers consistently act and communicate in ways that do not perpetuate discriminatory behavior, attitudes, or bias. FVIP providers treat all with dignity.

5. FVIP providers are not advocates or legal witnesses on behalf of participants and shall use caution when responding to requests for assessments, impressions, opinions, information, or testimony. FVIP providers will not state or imply that program completion will result in non-abusive behaviors or victim safety.
  6. Anger management programs, couples counseling, and psychotherapy are not appropriate interventions for family and domestic violence and may place the victim at heightened risk. Ending violence and abuse and ensuring victim safety takes precedence over efforts to save relationships.
  7. Educational group sessions must be the primary approach to family and domestic violence intervention. Substance abuse treatment, addictions treatment, and individual treatment are not appropriate interventions for family and domestic violence. However, providers may find participants benefit from these interventions separately, but only in addition to participation in an FVIP.
  8. FVIPs alone do not create accountability. FVIP providers collaborate with community partners and participate in a larger coordinated community response to family and domestic violence.
- (j) Background Check Requirement. All program owners, operators and designees shall undergo a comprehensive criminal background, temporary protective order, and driver history check. Program owners, operators and designees may be subject to additional background checks at any point during their period of certification. All background checks will be conducted by the Department.
1. Program owners, operators, and designees shall provide the Commission details of any of the following:
    - i. Conviction, guilty plea, or nolo contendere plea for any felony or misdemeanor.
    - ii. Adjudication of guilt withheld for a felony or misdemeanor, including first offender act and conditional discharge sentencing.
    - iii. Current charges of a violation of law.
    - iv. Reports to the Department of Family and Children's Services for child abuse or neglect.
    - v. Protective orders issued against them, or bond conditions resulting from an arrest.
    - vi. A finding of family or domestic violence made in divorce, custody, or



visitation proceedings.

vii. Any sanctions and revocations imposed by any professional licensing boards.

- (k) Notification of Arrest Requirement. FVIP owners, operators and designees shall report to the Commission by the next business day after release any arrest.
  - (l) Notification of Temporary Protection Order Respondent Requirement. FVIP owners, operators, and designees shall report to the Commission any temporary protection or stalking orders of which they are a respondent by the next business day after service of the order.
  - (m) Coordinated Community Response Requirement. Program owners, operators, or designees shall participate in the Community Task Force on Family Violence and be a part of the coordinated community response to domestic violence in every judicial circuit in which they are certified. Evidence of program owners, operators and/or designees (other than a facilitator or manager) participating in two (2) coordinated community response meetings annually shall be submitted to the Commission upon recertification. If no such body exists, the applicant shall attend other family violence community meetings for this requirement or may request from the Commission these hours be met through domestic violence court observations, law enforcement ride-alongs, or volunteering with a domestic violence advocacy program.
  - (n) Program Certification Schedule and Fees. The Commission will review applications for initial program certification two (2) times a year. Each applicant will be required to submit a \$250.00 nonrefundable certification fee per requested judicial circuit with their application.
- (2) Recertification Required. Once certified, an FVIP shall remain certified for two (2) years as long as the program remains in compliance with applicable laws and rules. Recertification every two (2) years is required for FVIP programs in order to continue to hold FVIP classes. The failure or refusal to maintain certification with the Commission while holding FVIP classes shall subject the program or individuals to sanctions provided in these rules.
- (a) Required Documentation for Program Recertification. The Commission will require that certain documents and information be updated to verify continuing compliance with these rules. Such documents and information shall include, but are not limited to: program locations, class schedules, class fees, indigent fee reduction plans, proof of general liability insurance, valid contract with an approved victim liaison, evidence of participation in two (2) meetings of the local coordinated community response to family violence annually, program curriculum, and a valid Principles of Practice agreement.

- (b) Recertification Schedule and Fees. Certified FVIPs shall complete and submit to the Commission the required application and documents and \$250.00 per judicial circuit every two (2) years. There will be a \$200 late fee for FVIPs who submit their application within thirty (30) calendar days after the recertification due date. After thirty (30) calendar days of the recertification due date, FVIP certification will be suspended and there will be an additional \$200 reinstatement fee if all recertification requirements are met within sixty (60) calendar days.
  - (c) Action Required by Currently Certified Programs by December 30, 2019.
    - 1. All programs currently certified by the Commission shall be provided the opportunity to maintain certification upon providing the Commission with the requested information by October 30, 2018. Certification dates will be reassigned to programs based on their current recertification dates in order to stagger distribution of certification of programs. Programs with certification or recertification dates in 2017 will be assigned recertification dates of January 1, 2020. Programs with certification or recertification dates in 2018 will be assigned recertification dates of January 1, 2021.
      - (a) The Commission will require that certain documents and information be updated and submitted to the Commission to verify compliance with these rules. Such documents and information shall include, but are not limited to: program locations, class schedules, class fees, indigent fee reduction plans, proof of general liability insurance, valid contract with an approved victim liaison, a valid Principles of Practice agreement, and contact information for the program owners, operators and/or designees (other than a facilitator or manager) who will be responsible for attending Community Task Force on Family Violence meetings.
- (3) Notice of Approval or Denial of FVIP Certification and Recertification.
- (a) Upon receipt of all required application materials, the Commission will undertake a review of the application materials for purposes of determining whether the program meets all certification or recertification requirements. The Commission will notify the applicant within thirty (30) calendar days of receipt of materials if the application has been approved or denied, if the application is incomplete, or if the Commission requires more time to process the application.
  - (b) If the Commission determines all program certification or recertification requirements have been satisfied as set forth by law and in these rules, the Commission shall certify or recertify the program. The Commission will notify the program of their initial certification via certified mail at the address provided in the application. The Commission will notify the program of their recertification via the Commission designated reporting system.
  - (c) If the Commission determines all program certification or recertification

requirements have not been satisfied, the Commission will advise the applicant of the reasons for its decision to deny program certification or recertification. New applicants will be notified via the email address provided in the application. Certified programs seeking recertification will be notified via the Commission designated reporting system. The applicant will then have ten (10) business days from the date of the Commission's notification of denial of certification or recertification to submit additional documentation, correct deficiencies, or otherwise complete the application as may be required by the Commission. If the applicant again fails to demonstrate compliance with all certification or recertification requirements, the application shall be denied.

- (d) Denials may be appealed by following procedures required by law and these rules.
  - (e) It is the responsibility of applicants and program owners, operators, and designees to submit and maintain their current mailing address and email address with the Commission as any and all correspondence will be sent to the mailing address and email address on file.
- (4) Certification Nontransferable. Certification of a program is nontransferable. If there is a change in program ownership, an application for initial certification shall be submitted to the Commission by the proposed program provider at least sixty (60) calendar days prior to the effective date of any change in program ownership. New FVIP providers must meet all certification requirements.

**Cite as Ga. Comp. R. & Regs. R. 105-3-.06**

**Authority:** O.C.G.A. §§ [19-13-11](#); [19-13-13\(a\)](#) & (b); 19-13-14(a), (d) & (e); 19-13-17.

**History.** Original Rule entitled "Certification Requirements for Family Violence Intervention Program Owners" adopted. F. Dec. 3, 2018; eff. Dec. 23, 2018.

## **Rule 105-3-.07. Procedure and Class Requirements.**

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- (1) Program Orientation Requirements.
- (a) Certified facilitators will conduct an orientation and/or application interview with candidates. Neither the orientation nor the application interview will count toward the twenty-four (24) class requirement. The orientation and/or application interview shall include determining previous incidents of abuse, identifying the source of referral, and obtaining victim contact information.
  - (b) Certified facilitators shall require candidates to provide copies of any police reports, protection orders, probation conditions, and any other court orders related to their case prior to starting FVIP classes.
  - (c) Certified facilitators may use assessment tools for evaluating candidates for the

appropriateness of FVIP classes.

- (d) Certified facilitators may not use evaluation tools or clinical assessments for the purposes of predicting a candidate's or participant's future use of violence or propensity for violence.
- (e) Certified facilitators shall assess candidates for accessibility requirements under state law.
- (f) A Victim Contact Request Form must be sent to the victim liaison within five (5) calendar days of a participant's enrollment in the FVIP. Requirements for this form can be found in the Department SOP.

(2) Participant Fee Requirements.

- (a) FVIPs shall not charge participants a fee that exceeds \$60.00 per class or \$120 for orientation and/or application interview.
- (b) Each FVIP will be assessed a \$20.00 fee for each participant that is payable to the Commission within thirty (30) calendar days of issuance of an invoice. The Program shall enter the participant into the Commission designated reporting system by the tenth day of the following month when the participant enrolled.
- (c) If a participant re-enrolls in an FVIP after being previously terminated by that FVIP, the FVIP shall be assessed an additional \$20.00 fee for the participant payable to the Commission within thirty (30) calendar days of receiving an invoice. The FVIP shall enter the participant into the reporting system by the tenth day of the following month when the participant re-enrolled.

(3) Participant Contract Requirements.

- (a) FVIPs shall require each participant to sign a contract before being permitted entry into the program. The contract must require the participant to:
  - i. Immediately stop all violence and abuse towards the victim and others;
  - ii. Remove from the place of residence all firearms;
  - iii. Remove from the place of residence any weapons used to harm or threaten the victim;
  - iv. Respect any effort by the victim to leave the relationship;
  - v. Attend twenty-four (24) ninety (90) minute group classes at the rate of one (1) class per week, arrive on time, participate regularly, pay all required fees, complete all assignments, and adhere to the contract;

- vi. Complete the program where the participant originally enrolled unless approval to transfer FVIPs is obtained from the court, other referral source, or the Commission;
- vii. Be drug and alcohol free during all classes;
- viii. Acknowledge that FVIPs do not limit confidentiality and may release information to victims, victim liaisons, referring courts, law enforcement, Commission staff and monitors, the Department, the Board of Pardons and Paroles and others;
- ix. Acknowledge the FVIP's duty to warn policy, mandatory reporting requirements, victim contact policies, programmatic response to continued violence and consequences of breaking the FVIP's participant contract.

(4) Required Class Structure.

- (a) FVIPs shall require each participant to attend a minimum of twenty-four (24) weekly group classes. Participants may not attend more than one (1) class per week.
- (b) Classes shall be at least ninety (90) minutes in length. Administrative duties, including taking attendance and collecting fees, are prohibited during the ninety (90) minutes of instruction time. Breaks shall not be included in the ninety (90) minutes.
- (c) A certified facilitator may not hold a class with more than eight (8) participants if only one (1) certified facilitator is present. Two (2) certified facilitators may co-facilitate a class not to exceed sixteen (16) participants.
- (d) Participants may not have more than three (3) absences. A fourth absence must result in automatic termination from the FVIP.
- (e) Participants arriving late to class may attend class but not receive credit, and no payment shall be charged or received by the FVIP. If a participant is late to class three (3) times, it shall counted as one (1) absence.
- (f) Transfer of a participant to another program will not be permitted unless the transfer has been approved by the court, other referral source, or the Commission. If approved, the FVIP the participant is transferring from shall notify the victim liaison of the participant's transfer within four (4) calendar days. FVIPs who accept transferred participants must complete all procedures required of new participants.
- (g) All participants in a class must be of the same gender identity.
- (h) Intimate or ex-intimate partners are not allowed to participate in the same class.
- (i) Participants must attend class in-person. No online classes will be approved.

(5) Prohibited Class Activities.

- (a) FVIPs shall not give participants credit for anger management, DUI, or any other class for attending an FVIP class, nor shall an FVIP give participants credit for attending an anger management, DUI or any other class.
- (b) FVIPs shall not allow participants to provide personal favors in lieu of class fees or attendance.
- (c) FVIPs shall not require or permit victims to attend or participate in orientation, application interview, class, or FVIP activities in any way.
- (d) FVIPs shall not permit participants to violate any FVIP rules, procedures, or participant contract requirements without escalating consequences up to and including termination from the program.

(6) Criteria and Procedures for Program Completion.

- (a) Participants must complete a minimum of twenty-four (24) weekly classes that are ninety (90) minutes in length to complete an FVIP program.
- (b) FVIPs shall not issue certificates to participants who have completed the program.
- (c) Within four (4) calendar days, FVIPs must notify all referral sources, including the courts, the Department (if applicable), the State Board of Pardons and Paroles (if applicable), and the victim (via the victim liaison), of a participant's completion of an FVIP.

(7) Criteria and Procedures for Terminating a Participant or Denying Enrollment of a Candidate.

- (a) Participants and candidates shall be terminated and/or denied for enrollment from the program for the following reasons:
  - 1. Participant or candidate is unwilling to sign the contract;
  - 2. Participant or candidate fails to abide by the rules and regulations of the FVIP, including participation, attendance, fee payments, or any other violations of the contract, including but not limited to:
    - i. Continued use of multiple forms of violence or abuse towards the victim, any current family member or partner, FVIP staff, or FVIP participants,
    - ii. Demonstrated unwillingness to change, by refusal to hear and act on feedback, blaming victims or external circumstances, or justifying abuse,
    - iii. Attending class under the influence of alcohol or drugs,

- iv. Refusal to remove from the place of residence all firearms;
  - v. Refusal to remove from the place of residence any weapons used to harm or threaten the victim;
3. Participant accumulates four (4) absences from the class.
- (b) If an FVIP has determined that a participant will be terminated, the FVIP will notify the victim liaison with a notice of intent to terminate two (2) calendar days prior to terminating the participant, when possible.
  - (c) If a participant is terminated due to violence or threats of violence, the FVIP shall immediately contact all referral sources, including the courts, the Department (if applicable), the State Board of Pardons and Paroles (if applicable), and the victim (via the victim liaison).
  - (d) Within two (2) calendar days of terminating a participant, the FVIP shall notify all referral sources, including the courts, the Department (if applicable), the State Board of Pardons and Paroles (if applicable), and the victim (via the victim liaison) of a participant's termination from an FVIP.
  - (e) If a participant is terminated, they are not eligible to receive credit for classes completed at the program they attended. Participants may not start a new program after being terminated without approval from the referral source.

**Cite as Ga. Comp. R. & Regs. R. 105-3-.07**

**Authority:** O.C.G.A. §§ [19-13-11](#); [19-13-13\(a\)](#) & (b); [19-13-14\(a\)](#), (d) & (e); [19-13-17](#).

**History.** Original Rule entitled "Procedure and Class Requirements" adopted. F. Dec. 3, 2018; eff. Dec. 23, 2018.

### **Rule 105-3-.08. Reporting and Recordkeeping Requirements.**

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- (1) Monthly Reporting and Payment Requirements to the Commission.
  - (a) FVIPs shall report to the Commission the following information once a month through the Commission designated reporting system:
    - 1. New and updated locations where classes are being held.
    - 2. New and updated class schedules, including the day, time, type of class, and certified facilitator(s) assigned to the class.
    - 3. Participants must be entered into the reporting system by the tenth day of the following month for which they enrolled or re-enrolled in the program.

4. Participants who have completed, transferred or been terminated from the program by the tenth day of the following month.
  5. FVIPs must report if they had no new participants for the previous month.
- (b) The Commission will issue an invoice to FVIPs once a month. FVIPs shall submit payment to the Commission within thirty (30) calendar days of issuance of the invoice. If payment is not submitted within thirty (30) calendar days, the FVIP shall be charged the following late fees:
1. After forty-five (45) calendar days, a \$30 late fee will be added to the outstanding invoice.
  2. After sixty (60) calendar days, a \$60 late fee will be added to the outstanding invoice.
  3. After ninety (90) calendar days, a \$120 late fee will be added to the outstanding invoice.
- (2) Recordkeeping Requirements.
- (a) A record of the following shall be kept by the Program for all participants for three (3) years. The Commission has the authority to review these documents upon request.
1. Participant Intake and Application Forms
  2. Participant Assessment Forms
  3. Victim Liaison Contacts & Notifications
  4. Referral Contacts & Notifications
  5. Participant Attendance Records
  6. Participant Payment to the FVIP
  7. Participant Reporting and Payment to the Commission

**Cite as Ga. Comp. R. & Regs. R. 105-3-.08**

**Authority:** O.C.G.A. §§ [19-13-13\(a\)](#) & (b); 19-13-14(a, (d)) & (e); 19-13-17.

**History.** Original Rule entitled "Reporting and Recordkeeping Requirements" adopted. F. Dec. 3, 2018; eff. Dec. 23, 2018.

## **Rule 105-3-.09. Curriculum Requirements.**

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- (1) All FVIPs shall establish and comply with a written curriculum. Written curriculums must follow an educational model and include content for weekly sessions. FVIPs shall make all written curriculum available to the Commission and victim liaisons upon request. Best practice curriculums are included in the Department SOP. Curriculums must adhere to the following principles regarding family and domestic violence:
  - (a) Power and Control. Program topics must follow a model that identifies and challenges family and domestic violence as an overall system of physical and emotional abuse where the participant chooses to use tactics of power and control over the victim.
  - (b) Beliefs and Social Context. Program topics shall consistently identify and challenge participants' personal beliefs and social contexts that support those beliefs and encourage the use of power and control tactics over the victim.
  - (c) Effects. Program topics shall consistently identify and hold the participant accountable for the physical and emotional effects of the participant's violence and abuse on victims, including children.
- (2) Curriculums shall address the following:
  - (a) Identification of all forms of physical, emotional, economic, verbal and sexual abuse, and violence against an intimate partner;
  - (b) Impact of family and domestic violence on the victim and the abuser, including short and long term effects;
  - (c) Impact of family and domestic violence on children, including children who are abused and children who witness family or domestic violence, including short and long term effects;
  - (d) Identification of family and domestic violence as primarily a learned behavior;
  - (e) Emphasis on the responsibility of the batterer for his or her violence and abuse;
  - (f) Identification of personal beliefs and societal and cultural values that legitimize and sustain violence and oppression, including sporadic and systematic acts of retribution and punishment;
  - (g) Alternatives to violence and controlling behaviors;
  - (h) Identification and promotion of relationship dynamics based on equality;
  - (i) Attempts to improve participants' ability to identify, articulate, and express emotions in a non-threatening manner;
  - (j) Promotion of accountability, self-examination, negotiation, and fairness;

- (k) Strategies to help participants develop and improve their support systems that promote and encourage a violence-free life;
  - (l) The relationship between substance abuse, mental illness, and family and domestic violence; and
  - (m) Identification of the behavioral, emotional, and physical cues that precede escalating violence.
- (3) The Commission recognizes that men and women often use violence differently and that interventions for men and women need to be structured differently. Most curriculums are specifically designed for men who batter their intimate women partners. A different curriculum shall be used or developed by an FVIP providing classes to women who use violence against their intimate partners.

**Cite as Ga. Comp. R. & Regs. R. 105-3-.09**

**Authority:** O.C.G.A. §§ [19-13-13\(a\)](#) & (b); 19-13-14(a), (d) & (e); 19-13-17.

**History.** Original Rule entitled "Curriculum Requirements" adopted. F. Dec. 3, 2018; eff. Dec. 23, 2018.

### **Rule 105-3-.10. Prohibited Intervention Practices & Activities.**

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- (1) The following intervention practices are specifically prohibited in FVIPs:
- (a) Any intervention approach that blames the victim or suggests there is any behavior on the part of the victim that causes, provokes, or excuses abuse;
  - (b) Any intervention approach which treats the violence as a mutually circular process, minimizes the responsibility of the participant, or does not state clearly that participant's bear sole responsibility for their choices;
  - (c) Any couples, marriage, or family therapy or treatment;
  - (d) Any intervention approach which excuses a participant's violence and behavior;
  - (e) Any approach that coerces, mandates, or encourages voluntary participation of the victim;
  - (f) Any anger management techniques that identify anger as the cause of family and domestic violence;
  - (g) Any theories or techniques that identify psychopathology or substance abuse on the part of either party as the primary cause of family and domestic violence;
  - (h) Any intervention or approach whose goal is to preserve the relationship and/or the family at the expense of safety for partners/family, or whose doctrines promote an

unequal distribution of power in the relationship which threatens the civil and human rights of the victim;

- (i) Any intervention that provides any form of advocacy for the participant that places their partner/family at risk. This can include any action or inaction by the FVIP that serves to decrease the possibility that a participant will experience appropriate consequences for their abusive behavior and/or serves to increase the possibility that they will obtain privileges that result in any form of harm to their partner/family;
- (j) Use of theories or techniques that identify poor impulse control as the primary cause of violence;
- (k) Any approach that attempts to use containment methods in an attempt to de-escalate the violence; and
- (l) Online, web-based programming.

**Cite as Ga. Comp. R. & Regs. R. 105-3-.10**

**Authority:** O.C.G.A. §§ [19-13-13\(a\)](#) & (b); 19-13-14(a) & (e); 19-13-17.

**History.** Original Rule entitled "Prohibited Intervention Practices and Activities" adopted. F. Dec. 3, 2018; eff. Dec. 23, 2018.

### **Rule 105-3-.11. Requirements of Commission-Approved Training.**

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- (1) Approval of Training. The Commission shall approve all training used to fulfill FVIP facilitators' training requirements for initial certification and recertification.
- (2) Training Application Process. To be considered for approval, the following items shall be sent to the Commission using the process designated in the application created by the Commission. Applications must be received prior to forty-five (45) calendar days of the first scheduled training.
  - (a) A completed and signed application form with all requested attachments;
  - (b) A detailed training agenda;
  - (c) A statement of the qualifications, biography, or curriculum vitae of the potential trainers and two (2) references of people who can attest to the trainer's ability;
  - (d) A training evaluation to be distributed to the training participants that meets the requirements outlined in the training application. Results must be made available to the Commission upon request;
- (3) Application Fees. An application fee outlined in the application must be submitted with the application for approval. If no fee is being charged for training attendees, the applicant may

request this fee be waived.

- (4) Agreement. All trainer applications must agree to allow Commission staff or monitors and/or victim liaisons to observe and monitor the training at no cost.
- (5) Approval. The Commission will approve training at its discretion based upon training content and approval criteria detailed in the training application. Approval shall last for one (1) year.
- (6) Advertisement. Trainings approved by the Commission shall display the following information on their promotional material: "This training was approved by the Georgia Commission on Family Violence for \_\_\_ training hours for FVIP facilitators. The views, findings, conclusions, and recommendations expressed in this training are those of the trainer(s) and do not necessarily reflect the views of the Georgia Commission on Family Violence."
- (7) Documentation. Sign in sheets must be sent to the Commission within thirty (30) calendar days of completion of the training event.
- (8) Withdrawal of Approval. The Commission may withdraw training approval at any time at its discretion.
- (9) Continuing Education Hours. No more than six (6) hours of the development and/or delivery of new Commission-approved training will count towards annual facilitator continuing education.

**Cite as Ga. Comp. R. & Regs. R. 105-3-.11**

**Authority:** O.C.G.A. §§ [19-13-13\(a\)](#) & (b); [19-13-14\(a\)](#) & (e); [19-13-17](#).

**History.** Original Rule entitled "Requirements of Commission-Approved Training" adopted. F. Dec. 3, 2018; eff. Dec. 23, 2018.

## **Rule 105-3-.12. Family Violence Intervention Program Monitoring.**

- (1) Monitoring Site Visits. FVIPs shall allow scheduled and unscheduled monitoring visits by Commission staff and/or designated monitors or a victim liaison. Monitoring may consist of both administrative review and class observation. Monitoring visits may include audio recordings of FVIP classes for the purpose of ensuring program and facilitator compliance with certification standards; such recordings may be conducted without prior notice.
- (2) Records of Personnel and Contract Workers. FVIPs must maintain adequate documentation to ensure compliance with the minimum standards set forth in these rules. Programs and facilitators shall allow access to this documentation, even in the event of an unscheduled monitoring visit. Programs are required to maintain personnel records for each FVIP employee and/or contract worker, excluding the subcontracted victim liaison.

- (a) Each personnel file shall contain:
1. a copy of the facilitator's certification by the Commission,
  2. the employee's and/or contract worker's name, address, email address(es), and phone number(s),
  3. a signed job description,
  4. a signed drug-free workplace policy statement,
  5. a signed sexual harassment policy statement,
  6. a signed violence-free lifestyle statement,
  7. a signed employment contract (if applicable),
  8. a verification of notice to the Commission of civil proceedings involving family violence and/or any criminal arrest (if applicable).

**Cite as Ga. Comp. R. & Regs. R. 105-3-.12**

**Authority:** O.C.G.A. §§ [19-13-13\(a\)](#) & (b); 19-13-14(a), (d) & (e); 19-13-17.

**History.** Original Rule entitled "Family Violence Intervention Program Monitoring" adopted. F. Dec. 3, 2018; eff. Dec. 23, 2018.

### **Rule 105-3-.13. Enforcement of Family Violence Intervention Program and Facilitator Requirements.**

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- (1) The Department has the authority to deny, suspend, and revoke certification of an FVIP and/or facilitator for noncompliance with these rules. Additionally, the Department shall have the authority to issue a notice of deficiency, suspend classes, intakes, or all services, and impose administrative fines on FVIPs and/or facilitators for noncompliance with requirements.
- (2) If an FVIP and/or facilitator is found to be in violation of these rules, the Department may issue a notice of deficiency via certified mail and the email address provided by the FVIP and/or facilitator in the Commission designated reporting system. The notice of deficiency will detail the Department's findings and the FVIP's and/or facilitator's rule violations. Within ten (10) business days of receipt of the notice of deficiency, the FVIP and/or facilitator shall return proof to the Department that they are in compliance with the rules or provide a corrective action plan detailing the process and date in which they will reach compliance. The Department will determine if the proof of compliance or corrective action plan provided by the FVIP and/or facilitator is sufficient. If the FVIP and/or facilitator fail to provide proof of compliance or a sufficient corrective action plan, the Department may

assess an administrative fine against the FVIP and/or facilitator, suspend the FVIP and/or facilitator's certification, or revoke the FVIP and/or facilitator's certification.

- (3) The Department, in its discretion, may choose to impose suspension or revocation of certification, or the assessment of an administrative fine against an FVIP and/or facilitator. In considering which to impose, the Department may consider, at a minimum, the FVIP's and/or facilitator's history of compliance, the seriousness of the violations, whether the FVIP and/or facilitator voluntarily reported problems giving rise to any violation, and whether the FVIP and/or facilitator exhibited good faith efforts to correct areas of noncompliance prior or subsequent to their discovery by the Department. Additional considerations are listed in the Department SOP.
- (4) Grounds for denial, suspension, revocation of certification, or assessment of an administrative fine. The Department may also base the denial, suspension, revocation of certification or assessment of an administrative fine upon notice of deficiency or noncompliance with a failure to follow program rules or requirements as listed in sections [105-3-.07](#), [105-3-.08](#), [105-3-.09](#) and [105-3-.10](#), or upon any of the following applicable grounds:
  - (a) Knowingly making any verbal or written false or misleading statement of material fact or omitting to state a material fact in connection with an application for certification or recertification or in connection with an inspection or investigation;
  - (b) Failing or refusing to provide Commission representatives with meaningful access to the FVIP premises, facilitators and staff, participants, or records (including refusing to allow Commission representatives to obtain copies of documents reasonably necessary to making a compliance determination);
  - (c) The applicant for certification or recertification having an overall poor record of compliance, including but not limited to, denial of certification within the previous twelve (12) months, certification revocation at any time in the past in this or any other state, or suspension within the previous two (2) years;
  - (d) Changing ownership of a FVIP and/or facilitator in order to avoid or avert the denial, revocation, or suspension of certification;
  - (e) Altering or falsifying any facilitator or program records;
  - (f) Failure or refusal by an FVIP and/or facilitator or program to remit to the Commission the required program certification fees and program participant fees as outlined in these rules; and
  - (g) Failing or refusing to comply with any of these rules, FVIP and/or facilitator requirements, or violating any law relating to the operation of an FVIP programs and/or facilitators.
- (5) Administrative fines. The Department has the authority to assess an administrative fine, not

to exceed \$1,000.00 per violation, against any person, firm, or corporation that the Department determines to have violated any provision of the Title 19, Chapter 13, Article 1A of the Official Code Georgia Code or any order, rule, or regulation promulgated thereunder. In determining the amount of the fine, the Department may consider the seriousness of the violation, whether the same or any other program requirement has been violated previously by the same program owner, director, or facilitator, and whether procedures designated to prevent the violation were in place and were followed.

- (a) The Department shall have the authority to assess administrative fines for FVIPs as follows:
  - 1. 1st offense - \$1,000 maximum
  - 2. 2nd offense and subsequent offenses - \$1,000 per violation
- (b) The Department shall have the authority to assess administrative fines for facilitators as follows:
  - 1. 1st offense - \$500 maximum
  - 2. 2nd offense and subsequent offenses - \$1,000 per violation
- (6) Effectuation of Suspension or Revocation. If suspension or revocation of certification is imposed in accordance with the provision of Sec. [50-13-18](#) of the Georgia Administrative Procedures Act, the suspension or revocation becomes effective on the date indicated by the Department's order. Upon termination of any period of suspension, and upon a showing that the program has achieved full compliance with program requirements in addition to meeting any reinstatement requirements, the Department shall reissue the certification. However, nothing in these rules shall be construed to prevent the Department from denying program certification prior to any hearing on such action.
- (7) Suspension enforcement for FVIP Programs will be as follows:
  - (a) Removal from the Commission's website, certified FVIP list, and printed materials.
  - (b) Suspend classes and/or intakes for a minimum of thirty (30) calendar days and a maximum of six (6) months.
  - (c) Notification by the Department to the local court administrator, Chief Superior Court Judge, Chief State Court Judge, Chief Magistrate Court Judge, Prosecutor's Office, the Department, Victim Liaison, the Community Task Force on Family Violence, and other referral sources of the FVIP's suspension period.
  - (d) The reinstatement fee will be \$150.
- (8) Suspension enforcement for FVIP Facilitators will be as follows:

- (a) Removal from the Commission's website, certified FVIP Facilitator list, and printed materials.
  - (b) Suspend classes and/or intakes for a minimum of thirty (30) calendar days and a maximum of six (6) months.
  - (c) Notification by the Department to the local court administrator, Chief Superior Court Judge, Chief State Court Judge, Chief Magistrate Court Judge, Prosecutor's Office, the Department, Victim Liaison, the Community Task Force on Family Violence, and other referral sources of the FVIP's suspension period.
  - (d) The reinstatement fee will be \$100.
- (9) Revocation enforcement for FVIP Programs will be as follows:
- (a) Removal from the Commission's website, certified FVIP list, and printed materials.
  - (b) Suspend classes and/or intakes for a minimum of six (6) months and a maximum of 18 months.
  - (c) Notification by the Department to the local court administrator, Chief Superior Court Judge, Chief State Court Judge, Chief Magistrate Court Judge, Prosecutor's Office, the Department, Victim Liaison, the Community Task Force on Family Violence, and other referral sources of the FVIP's revocation and reason.
  - (d) The recertification fee will be \$150.00.
- (10) Revocation enforcement for FVIP Facilitators will be as follows:
- (a) Removal from the Commission's website, certified FVIP Facilitator list, and printed materials.
  - (b) Suspend classes and/or intakes for six (6) months or permanently.
  - (c) Notification by the Department to the local court administrator, Chief Superior Court Judge, Chief State Court Judge, Chief Magistrate Court Judge, Prosecutor's Office, the Department, Victim Liaison, the Community Task Force on Family Violence, and other referral sources of the FVIP's revocation and reason.
  - (d) The recertification fee will be \$250.00.
- (11) Reapplying for certification after revocation. A program that has had its certification revoked may not reapply for certification for eighteen (18) months from the date of the revocation. The date of a revocation is the date of receipt of the revocation letter or the date a revocation appeal is denied, whichever is later. Reapplying for certification shall be subject to the same procedures as if the program were applying for certification for the first time. However, the Department may consider a program's past violations of these rules in



deciding whether to approve or deny recertification.

**Cite as Ga. Comp. R. & Regs. R. 105-3-.13**

**Authority:** O.C.G.A. §§ [19-13-13\(a\)](#) & (b); 19-13-17.

**History.** Original Rule entitled "Enforcement of Family Violence Intervention Program and Facilitator Requirements" adopted. F. Dec. 3, 2018; eff. Dec. 23, 2018.

### **Rule 105-3-.14. Applicability of Administrative Procedures Act.**

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All Enforcement actions resulting from the enforcement Chapter shall be administered in accordance with Chapter 13 of Title 50 of the Official Code of Georgia, the "Georgia Administrative Procedures Act." The Department shall notify the FVIP program and/or facilitator or program applicant of any intended enforcement action. Any such notice shall set forth the proposed action or actions and the factual and legal basis or bases therefor. An FVIP program and/or facilitator desiring a hearing in response to an enforcement action against it must make a request in writing and must submit the request to the Department no later than ten (10) calendar days from the date of receipt of any notice of intent by the Department to take an enforcement action.

**Cite as Ga. Comp. R. & Regs. R. 105-3-.14**

**Authority:** O.C.G.A. § [19-13-17](#).

**History.** Original Rule entitled "Applicability of Administrative Procedures Act" adopted. F. Dec. 3, 2018; eff. Dec. 23, 2018.

### **Rule 105-3-.15. Severability.**

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In the event that any rule, sentence, clause or phrase of any of these rules and regulations may be construed by any court of competent jurisdiction to be invalid, illegal, unconstitutional, or otherwise unenforceable, such determination or adjudication shall in no manner affect the remaining rules or portions thereof. The remaining rules or portions thereof shall remain in full force and effect, as if such rule or portions thereof so determined, declared, or adjudicated invalid or unconstitutional were not originally a part of these rules.

**Cite as Ga. Comp. R. & Regs. R. 105-3-.15**

**Authority:** O.C.G.A. §§ [19-13-13\(a\)](#) & (b); 19-13-17.

**History.** Original Rule entitled "Severability" adopted. F. Dec. 3, 2018; eff. Dec. 23, 2018.